



KNELLER HALL
SCHOOL

Attendance Policy

Applies to:

- The whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), governors and volunteers working in the school.

Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the school office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Principal, who reviews it annually.

Reference

This policy has regard to the DfE guidance Working Together to Improve School Attendance (2024).

Signed:

Amy Cavilla
Principal
September 2026

Requirements

Regular attendance at Kneller Hall School is vitally important for a pupil's academic achievement and personal development. It is therefore essential that staff, parents and pupils are familiar with the Attendance Policy operating at school.

Pupils who are absent for any reason are expected to complete missed work to ensure a complete record of all their courses. It is the responsibility of the pupil to obtain and complete assignments.

Should a pupil be temporarily excluded for any reason, the school will ensure that appropriate work is set for completion, and it is the pupil's responsibility to make the necessary arrangements to complete the work.

Pupils showing patterns of non-attendance, or with any unauthorised absence where it is clear that the absences could be a sign of early truanting, will meet with members of the Pastoral Team to establish the reasons for non-attendance and consider what support or interventions may be required to improve attendance.

Regular, punctual attendance at school is vital to ensure pupils make appropriate progress. Pupils need to be at school by 8.30pm each morning so that they can participate in their daily allocated time with their peers and their Form Tutor, which helps to build the relationship between tutor, child and parents, and which is a fundamental part of our school ethos and provision.

If a child is late to school due to an appointment or a reasonably unforeseeable transport issue then this will not be marked as a late. Such an issue might relate to train or bus cancellations/delays, unusually heavy traffic or issues with the school bus service. If necessary, a senior member of the pastoral team at school will decide whether a late arrival is reasonable or not.

If a pupil is late more than once in a week without reasonable cause, a pastoral detention will be issued, held after school from 4-5pm, during which the pupil will be given an opportunity to reflect on the importance of punctuality. Parents will be informed of the detention by the pupil's Form Tutor.

Registration and Absence

Registers are taken for both morning and afternoon sessions, and the school will telephone parents should there be absence of which the school has not been notified.

In the Sixth Form, pupils may be allowed to leave school site at lunchtime if they have no further lessons that day. This privilege is at the discretion of the Director of Sixth Form and dependent on good behaviour and attitude to studies.

Parents who request leave of absence for a pupil must complete the 'Leave Request' form on My School Portal, which will be subject to approval from the Principal or a delegated senior member of staff.

If the request for absence is for an appointment, approval will only be granted upon receipt of confirmation of the time and nature of the appointment, which can be uploaded to My School Portal or sent as an email attachment to Reception, the relevant Head of Year or Form Tutor. A hard copy can also be shown to Reception staff by the pupil.

Senior members of the pastoral leadership team will monitor attendance and will always investigate the reasons for absence of any pupil with a significant record of absence, with less than 95% attendance causing concern, less than 90% causing significant concern and less than 85% causing serious concern.

The school is obliged to inform local authorities of the details of pupils who fail to attend regularly, or

have missed five school days or more without permission.

Safeguarding and Attendance

The DSL monitors the following safeguarding-related procedures:

- following up unexplained absences of any child with a telephone call from the school on the morning of the first day of absence;
- notifying social services if there is an unexplained absence of more than two days, of a pupil who is on the child safeguarding register;
- notifying the local authority when a child moves to a new school at any point during their time at the school.

Further Information

Parents and pupils should carefully read and sign any documentation received from the school relating to conduct and attendance and are required to work closely with the school to support good attendance as a preparation for the world of work and lifelong learning.

My School Portal is updated daily and a link to this policy and other relevant material is published there.

The school calendar and dates when the school is open can be accessed from the website and My School Portal Calendars.

School emergency closures for such things as extreme weather will also be published on the home page of our website, via email and SMS.

In the first instance, to record non-attendance, please complete the 'absence' form on My School Portal. By completing this online form, Reception, your child's Form Tutor and their Head of Year will be notified of their absence. Alternatively, telephone 0208 891 6264, or e-mail the school on reception@knellerhallschool.org. The school Reception and Form Tutor must be notified in advance of any planned absence.