



THOMAS'S KENSINGTON ATTENDANCE GUIDELINES

These guidelines complement and should be read in conjunction with the Thomas's Schools' Attendance Policy

The Attendance Officers for Kensington are Chantal Baard (Prep School) and Sarah Moloney (Lower School). They are responsible for the following:

- Checking registers are properly filled in
- Following up letters from/to parents, doctor's cert, etc.
- Printing off a weekly and a monthly attendance analysis

The attendance officers liaise with Nathalie Renou, Assistant Head, Welfare and Safeguarding. Chantal or Sarah hand in the weekly and monthly attendance analysis to Nathalie for her to analyse and discuss with the Headmistress. Any follow up letters from/to parents and doctor's certificates are copied to Nathalie Renou and to the PE Department. They are also added to pupils' notes.

Registration times & Late arrivals

- Morning registers must be taken by teachers at 08.45 (PS) and 9.00 (LS)
- PS pupils arriving between 08.45 and 9.00 should be marked as L (late). LS pupils are late (L) between 9.00 and 9.15. Pupils absent should be marked N (No reason) unless a reason is known. Registers close at 9.30.
- Any pupil who arrives after 9.00 must be told to come to the office and report to Chantal or Sarah. Here they will be marked U (Late after registers closed) which means an unauthorised absence will be recorded.
- Afternoon registers must be taken at 13.45

Illness

Parents with a child not attending school due to illness must either call or email the relevant school office / Secretary by 0830 on the morning of the first day of absence. Thereafter each day, a call or email should be made until the child is well. A doctor's note can be requested by the School if deemed necessary.

The office must be informed of any pupil who leaves School during the day. Parents or nannies collecting pupils must report to the office. These will be recorded in the 'Pupil in/out book' which will be used in case of emergencies/fire evacuations and which will be retained as part of the School records. SEN timetables will be with the office.

PE

Afternoon registers taken by the PE Department must be phoned through to the office by 1400.

Church

On Thursdays, Mr Herron – Director of Music – will register those in Chapel Choir. If the teacher doing the class registration has not physically seen the pupil then they will mark him/her as absent N (No reason), teachers should not assume that pupils are present just because they are attending chapel choir.

List of Codes

Below are all the codes which can be selected for registration. If a pupil arrives late without a reason the teacher should mark N (No Reason) in the register. Chantal or Sarah will then contact parents and complete the register accordingly. Unexplained absences will be investigated. It is important that teachers inform the office and forward emails of all pupils who plan to be away in advance so that pupil files can be kept up to date. This is also important in cases of teachers covering registration so that any planned pupil authorised/unauthorised absences are not missed.

Requests for absence

Requests for any absence during term time must be put in writing by the Parents to Cathy Carter Registrar and PA to the Headmistress. If the absence is authorised the Registrar will inform the Form teacher and Nathalie Renou, Assistant Head, Welfare and Safeguarding Lead, by e-mail. This will enable the school to keep a record of authorised absences.

Email/ISAMs – System Down

If ISAMs is down teachers must send an email informing Chantal or Sarah of their registers. If the email system is down teachers at the Prep School can send a child with a note to the office to hand in a written register. If a child is absent in the Lower School the Teaching Assistant can go to the office to hand in a written register. Any absences must be noted and must include the reason, if known.

General guidance

- Teachers should not mark pupils as Late if they have not yet arrived – even if they know they are on the way in.
- Teachers make sure that the correct pupil is registered as absent
- If they have not physically seen the pupils teachers mark them as N (absent No Reason)
- Teachers should be aware of known absences being marked in advance, i.e. if the office is aware of a pupil planning to be away, for example on a School Visit, the attendance officer will mark the absence in the register in advance. Teachers are requested to leave pre-registered pupils to N (No Reason) if a reason has been marked.

Registration Codes used at Thomas's

/	Present for morning
\	Present for afternoon
#	School Closed to Pupils
B	Educated Off Site
C	Other Authorised Circumstances
D	Dual Registration
E	Excluded
G	Family Holiday (NOT Agreed)
H	Family Holiday (Agreed)
I	Illness
J	Interview (exam, future school tour / visit)
L	Late (Before Registers Closed)
M	Medical / Dental Appointments
N	No Reason Yet Provided
O	Unauthorised Absence
P	Approved Sporting Activity
R	Religious Observance
U	Late (After Registers Closed)
V	Educational Visit or Trip
X	Non-Compulsory School Age Absence
Y	Unable to attend due to exceptional circumstances
Z	Pupil Not Yet on Roll

See also: [Thomas's Attendance Policy](#), [Thomas's Safeguarding and Child Protection Policy](#)

This policy will be reviewed annually			
Created: March 2011	By:	Kensington Core Leadership Team	
Latest Review: March 2019	By:	Nathalie Renou, Assistant Head - Welfare and Safeguarding	Changes made
Next Review: March 2020	By:	Nathalie Renou, Assistant Head - Welfare and Safeguarding	