



St Andrew's School, Turi

**Attendance Policy
(Prep School)**

Compiled and reviewed by:	Deputy Head (Academic)
Approved by:	Head [Prep]
Date of review:	June 2025
Date of next review:	June 2027

1. Policy

Policy Statement

At St Andrew's Preparatory School, we recognise that excellent attendance is essential for pupils to flourish as individuals, growing in Hearts, Minds, Bodies, and Souls. The aim of this policy is to provide clear, consistent and compliant procedures to promote high attendance, identify patterns of absence, and ensure timely support.

Scope

This policy applies specifically to attendance at the Preparatory School (Reception to Year 8).

In line with DfE guidance (2024) and the Basic Education Regulations (Kenya, 2015), the school records attendance as well as tracking boarding pupils' presence at key points of the day.

Terminology

In this policy, '**Board**' refers to the Board of Governors; '**School**' refers to both the Senior and Preparatory Schools either separately or jointly depending on the context; '**Head**' refers to the Head of the Preparatory School; '**DHA**' refers to the Deputy Head (Academic), responsible for academic leadership, teaching and learning, and lesson attendance; '**DHP**' refers to the Deputy Head (Pastoral), responsible for pastoral oversight, safeguarding, and boarding attendance; '**DSL**' refers to the Designated Safeguarding Lead; '**HoD**' refers to Heads of Department who lead subject areas and support curriculum planning; '**Teachers**' include all academic and support staff involved in teaching and learning across the school; '**HPs**' refers to Houseparents, responsible for boarding routines, care, and attendance checks; '**SS**' refers to the School Secretary, who monitors and updates registers and attendance codes; '**DP**' refers to Day Parents – the legal guardians of pupils who attend school as day pupils; '**DPB**'; refers to Day Pupils and Boarders; '**AC**' refers to the Attendance Champion, who oversees attendance monitoring and interventions across the Preparatory School; '**Staff**' includes all individuals employed by or acting on behalf of the School, including third-party contractors, volunteers, and part-time or full-time employees; '**Parents**' includes one or both legal parents or guardians responsible for the welfare and education of the pupil.

Legal and Regulatory Framework

This policy aligns with:

- Basic Education Regulations (Kenya, 2015)
- Working Together to Improve School Attendance (DfE, 2024)
- Standards for British Schools Overseas (DfE, 2025)
- Keeping Children Safe in Education (DfE, 2024)
- The School Attendance (Pupil Registration) (England) Regulations (DfE, 2024)

Review

The Deputy Head (Academic) will review this policy biennially.

2. Roles and Responsibilities

Board

Provides oversight on attendance matters through data monitoring and supporting strategic improvements.

Head (Prep School)

- Holds overall responsibility for ensuring that attendance across the School is monitored, recorded, and followed up in accordance with the School's policy.
- Plays a key role in fostering a culture where regular attendance is valued and supported.

Deputy Head Academic (DHA)

- Works with the Head to promote a culture where consistent attendance is recognised as essential to learning and achievement.
- Oversees lesson attendance, ensures consistent procedures, and monitors and reports on emerging patterns of non-attendance.
- Ensures that academic learning is supported should absence be required.
- Communicates with parents when attendance concerns are linked to academic underperformance.
- Works with pastoral staff to follow up on concerns.
- Ensures attendance procedures align with national regulations and school values.
- Supports staff training on best practices in registration and intervention.

Deputy Head Pastoral (DHP) / Designated Safeguarding Lead (DSL)

Monitors boarding attendance, follows up concerns, and supports pupils where attendance issues may relate to welfare.

Houseparents

Follow-up absences, and support parent communication.

Teachers

Take accurate attendance registers each lesson of the day and report missing pupils to SS and follow up academic impact.

School Secretary

Monitor completion of attendance and make amendments to codes recording reasons for absence.

Day Parents

- Ensure their child returns to School punctually at the start of each term, after VISO weekends, and following any approved leave
- Support the School's expectations regarding full attendance and avoiding unnecessary absences
- Inform Houseparents and Head promptly of any travel delays, illness, or family circumstances that may affect attendance
- Collaborate with the School if attendance concerns arise, including medical or pastoral matters
- Reinforce the importance of commitment, routine, and engagement with School life from home
- Notify the respective tutor and school office by latest 08:00 on absence, and submit leave requests in writing to the Head.

Boarder Parents

- Ensure their child returns to School punctually at the start of each term, after VISO weekends, and following any approved leave
- Support the School's expectations regarding full attendance and avoiding unnecessary absences
- Inform Houseparents and Head promptly of any travel delays, illness, or family circumstances that may affect attendance
- Collaborate with the School if attendance concerns arise, including medical or pastoral matters
- Reinforce the importance of commitment, routine, and engagement with School life from home

Day pupils and boarders

Attend school daily, arrive in-time to lessons and activities.

3. Principles

1. Attendance above 95% is essential to sustained academic and personal growth.
2. All pupils have the right to access the full curriculum and co-curricular opportunities.
3. Attendance is a shared responsibility between school, staff, pupils, and parents.
4. Attendance reflects not just academics, but also wellbeing and safeguarding.
5. Early intervention and clear processes are key to resolving attendance issues.

4. Registration Procedures

4.1 Daily Registration

Registers are taken in each lesson and recorded periodically on Ed-Admin. An alert must be sent to the office for any missing pupil who is unaccounted for in the class. Absence for a known reason can be entered using the codes below. If teachers are unable to access a specialised code then UA is used and the School Secretary will make required amendments:

CodeID	Code	Description	Color
1	√	Present	
2	LT	Late	Blue
3	LS	LSC	Red
4	SA	SAN	Purple
5	SS	SSA - Absence of M...	Green
6	ML	Music - Lamda	Pink
7	UA	Unauthorised Absence	Black

- Teachers must complete registers promptly.
- Houseparents record attendance at wake-up and bedtime for boarders.
- Late arrivals are logged and followed up by the DHA. Persistent lateness may result in sanctions.
- Please also refer to the Missing Child Policy.

Monitoring and Amendments

The School Secretary enters and updates attendance to correct codes for any pupils marked UA, using the codes below. Also, a daily check is done on incomplete registers and staff are contacted to enter any missing data. Where possible, for pupils out on planned trips, attendance codes are entered in advance.

20	SI	Suspension Internal	Yellow
21	SX	Suspension External	Orange
22	AH	Authorised at Home	Light Blue
23	IV	Interview	Light Green
24	SL	Study Leave	Gold
25	TR	Trip - Sports or Educational	Bright Green
26	FA	Fees or Admin Issues	Dark Green
27	HM	Hospital or Medical Offsite	Light Blue
28	AI	Authorised Internal Activity	Blue

4.2 Authorised Absence

4.2.1 Medical Appointments

- Routine appointments should be scheduled during school holidays.
- For essential appointments during term, parents must ask permission from the Head in advance.
- Students may attend appointments with the School Doctor or Nurse at the Medical Centre during the school day only when strictly necessary. The Medical Centre team will update EdAdmin to reflect authorised absences and prevent unnecessary Missing Student alerts. Students are not permitted to visit the Medical Centre during lessons unless it is a medical emergency; otherwise, they should attend during their free time. Medical Centre notifies both the teacher and school office for these to be logged on Ed-Admin

4.2.2 Music / LAMDA Lessons

- Considered authorised absences when timetabled during lessons.
- Lessons are rotated to minimise impact on one subject.
- Pupils must catch up on missed work and inform teachers proactively.
- Frequent clashes are monitored by the DHA and Head of Department.

4.2.3 Trips

- The planned absence for any co-curricular trip must be authorised by Director of Co-curricular.
- The Co-Curricular Leadership Team and Senior Management Teams will monitor pupil participation to balance the loss of academic time versus time absence for co-curricular trips.
- The planned absences for any academic trip must be authorised by the Deputy Head (Academic).
- Pupils are expected to make up missed learning.

4.2.4 Exceptional Circumstances

- Leave for exceptional circumstances can only approved by the Head and must meet the test of being rare, significant, or unavoidable.
- Term-time holidays are generally not permitted.
- Requests must be submitted in advance.

4.2.5 Fee Defaulters

- Pupils may not attend classes if fees remain unpaid.
- No academic material will be provided during suspension due to fees.
- Parents must engage with the Finance Office to resolve such issues promptly.

4.3.1 Unauthorised Absence

- Any absence without prior approval will be marked unauthorised.
- Three or more unauthorised absences will lead to intervention by the Head.
- Safeguarding action is triggered if a pupil is absent for 10+ days without valid explanation.

4.3.2 Authorised Educational and Developmental Absences

The following activities are considered authorised absences when approved in advance by the appropriate school authority:

- **Offsite School-Organised Activities**

Pupils participating in educational or developmental activities organised by the school offsite - such as leadership workshops, conferences, or charity initiatives- are marked as present in approved absence.

- **Approved Sporting Activities**

Pupils representing the school or participating in recognised sporting events at inter-school, regional, or national level may be excused from class, provided this is authorised by the Director of Sport and the Head. Pupils must make arrangements to catch up on missed work.

- **Work Experience Programmes**

Pupils engaging in approved work experience placements relevant to their education may be granted authorised absence, with prior written approval from the Head and parents.

- **Educational Visits and Trips**

Participation in local or international educational visits (e.g. museum tours, Geography field trips, science expeditions, cultural learning trips) is considered authorised, provided the visit is officially sanctioned by the school. The Deputy Head (Academic) will oversee academic relevance.

- **Regulated International Trips**

Regulated school trips abroad, such as those that are part of curriculum delivery or enrichment (e.g. Model United Nations, language immersion, service trips), are authorised absences once approved by the Head and relevant Senior Leadership members.

- **School Interviews**

Pupils attending interviews for future schooling (such as secondary school entry) are permitted time away with evidence of the appointment. Parents request absence from the Head, in writing, and provide documentation where possible.

- **Study Leave for Public Examinations**

Pupils preparing for recognised public examinations (e.g. Grade 6 KPSEA) may be granted study leave under the guidance of the Deputy Head (Academic). The period and conditions of study leave will be communicated clearly and must be adhered to.

These absences must be planned in advance and will be logged under appropriate codes in Ed-Admin by the School Secretary, following notification from relevant staff members. Pupils are expected to maintain academic progress and make up missed learning.

4.4 Attendance Oversight and Record Keeping

4.4.1 Attendance Champion

The DHA leads attendance monitoring and improvement efforts across the Preparatory School.

The DHA is supported by the SS who:

- Reviews attendance data fortnightly and compiles a report each half-term for the DHA who in turn reports to the Head.

The DHA, along with the Head, DHP and all staff promote a culture of high attendance, early support, and accountability.

4.4.2 Attendance and Admissions Registers

The school maintains two key statutory registers, in compliance with the Basic Education Regulations (Kenya, 2015):

Attendance Register:

- Maintained daily on Ed-Admin.
- Records attendance for all pupils during each timetabled session.
- Includes accurate coding for authorised and unauthorised absences.
- Monitored daily by the Office Secretary and overseen by the Attendance Champion.

Admissions Register (Pupil Roll):

- Records all pupils enrolled at the school on Ed-Admin.
- Includes name, date of birth, parent/guardian contact details, and date of admission and withdrawal (if applicable) on EdAdmin.
- Updated promptly when a pupil joins, transfers, or leaves the school on EdAdmin.
- Overseen by the Admissions Office, Finance Office and monitored by the Deputy Head (Academic) to ensure accuracy.

4.5 Off-Rolling

The school maintains an Off-Roll Register in accordance with the Basic Education Regulations (Kenya, 2015).

A pupil's name is removed from the Admissions Register only when:

- The pupil has formally withdrawn from the school, supported by written communication from the parent or guardian;
- The pupil has transferred to another registered learning institution;
- The pupil has left the country and is no longer under the care of the school.

Off-rolling decisions must be documented, including the reason, date of removal, and forwarding details where applicable.

This process is overseen by the Admissions Office, with final sign-off by the Head to ensure compliance and data integrity.

5. Other documents to be read in conjunction with this policy

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Admissions Policy
- Medical Policy
- Boarding Handbook
- Day children collection policy
- Missing child policy