



St Andrew's School, Turi

**Attendance Policy
(Senior School)**

Compiled by:	Deputy Head (Academic)
Approved by:	Head [SS]
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Date of next review:	June 2027

1. POLICY

Policy statement

At St Andrew's School, Turi, we recognise that excellent attendance is essential for students 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, along with any associated procedures, applies specifically to attendance at the Senior School.

Definition

In accordance with the DfE guidance *Working Together to Improve School Attendance (2024)*, only day pupils of compulsory school age are statutorily required to have their attendance recorded in the Attendance Register at the start of each morning and afternoon session. The *Basic Education Regulations (2015)* of Kenya requires only daily registration.

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 Senior School; '**Staff**' refers to all those working for or on behalf of the School (including staff working on behalf of third part contractors), full or part-time, permanent or temporary, in either paid or voluntary capacities; and '**Parents**' includes one or both of the parents, and legal or education guardians.

Legal and regulatory framework

This policy aligns with:

- *Basic Education Regulations (Kenyan Government, 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

The Board

The Board ensures regular oversight of attendance through monitoring data, reviewing interventions, and supporting strategies to improve student attendance.

The Head

The Head has overall responsibility for attendance across the school, ensuring the effective implementation of this policy, reporting regularly to the Board on attendance matters and authorising exceptional leave of absence for pupils.

The Deputy Head Academic (DHA)

The DHA oversees lesson attendance, ensuring procedures are consistently applied, attendance is accurately recorded, and patterns of non-attendance are monitored and addressed.

The Deputy Head Pastoral (DHP) and Designated Safeguarding Lead (DSL)

The DHP oversees boarding attendance, ensuring accurate daily records, investigating concerns, and supporting students whose attendance may reflect wider safeguarding or pastoral needs.

Houseparents (HPs)

HPs monitor the attendance of students in their house, respond promptly to absences, liaise with academic and pastoral teams, and manage requests for leave from the House, ensuring student welfare and accountability at all times.

Tutors

Tutors support the monitoring of student attendance by following up on absences, identifying emerging patterns, and working closely with Houseparents and academic staff to ensure students remain engaged and supported.

Teachers

Teachers are responsible for taking accurate lesson registers and promptly reporting any missing students to ensure swift follow-up and safeguarding.

Parents

Parents are expected to support and promote excellent attendance by ensuring their child attends school punctually and regularly, avoiding non-urgent absences during term time, and only requesting leave for exceptional circumstances, in alignment with the school's ethos and commitment to student achievement.

Students

Students are expected to maintain a 100% attendance and punctuality record, when fit and well. They must take responsibility for their attendance by communicating any necessary absences in advance: first seeking permission from their Houseparent and then notifying the relevant staff. Persistent lateness or non-attendance will be followed up and may result in appropriate sanctions in line with the school's Behaviour Policy.

3. PRINCIPLES

These are the main principles on which this policy is based:

- i. Regular attendance is fundamental to student success; research shows a direct link between absence below 95% and under-achievement.
- ii. Every student has the right to access the full breadth of academic and co-curricular opportunities offered at St Andrew's School, Turi.
- iii. Promoting excellent attendance is a shared responsibility between the school, students, parents, and staff.
- iv. Attendance is both an academic and pastoral priority, reflecting our commitment to the holistic growth of students in their Hearts, Minds, Bodies, and Souls.
- v. Clear, consistent procedures and early intervention are essential to supporting students and addressing barriers to attendance.

4. REGISTRATION PROCEDURES

4.1 Daily Registration

- Although as a full boarding school (where automatic attendance can be assumed in line with UK guidance) and despite only daily attendance being required in Kenyan law, the school records attendance at the start and end of each school day, for every lesson and co-curricular activity.
- Teachers are responsible for taking accurate registers on EdAdmin and reporting any absences immediately via the Missing Student email alert, which informs the DHP / DSL, Houseparents, matrons and Medical Centre for immediate investigation. Lateness is sanctioned in line with the school's behavior policy.
- Houseparents ensure that boarding attendance is recorded in the morning register and again at Tangazo for the evening register, and follow up on any unexplained absences.

4.2 Authorised Absence

4.2.1 Medical Appointments

Routine dental, optometry or other specialist treatment should be carried out in the holidays where possible. It is acknowledged that from time to time a pupil may need to visit a specialist in Nakuru or elsewhere. In such cases, appointments should be arranged to avoid missing lessons or key school commitments, and Houseparents must be consulted before any booking is confirmed.

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.

4.2.2 Music / LAMDA Lessons

Individual music and LAMDA lessons are recognised as valuable components of a student's broader education and are authorised absences when scheduled during academic time. To minimise disruption to learning, these lessons are carefully timetabled on a rotating basis to ensure that the same academic subject is not missed repeatedly. Students are expected to take responsibility for

catching up on any missed work and to communicate proactively with their teachers. Attendance at these lessons is monitored, and any concerns regarding frequent clashes or academic impact should be raised with the student's Head of Year and tutor.

4.2.3 Sports fixtures

Participation in sports fixtures is considered an authorised absence when students represent the school, and it forms an important part of their holistic development. Due to our rural location, travel to fixtures (particularly those in Nairobi) requires students to miss lessons on Fridays. To reduce repeated disruption to the same subjects, our two-week academic timetable helps distribute any missed lessons more evenly. Students are expected to take responsibility for catching up on any missed work and to communicate proactively with their teachers.

To maintain a healthy balance between academic progress and sporting commitments, students may participate in fixtures on no more than half of the term-time weekends. For example, in the Christmas Term (11 weekends), this equates to a maximum of 5.5 weekends. A standard lunchtime departure counts as one fixture weekend, while an early departure is counted as 1.5, due to the greater impact on lesson time. Participation is monitored by the Director of Sport, Director of Co-Curricular and DHA, and any exceptions must be approved in advance.

4.2.4 Work Experience

In line with our Careers Policy, we provide two opportunities for Senior School students to undertake Work Experience: in Year 10 and year 12. This is conducted at set times within the school calendar in order to be an authorised absence.

4.2.5 Trips and Offsite Activities

The school offers a wealth of co-curricular trips and opportunities that enrich students' learning beyond the classroom. Absences for school-approved offsite activities (such as academic competitions, sports fixtures, leadership events, educational visits, and regulated trips abroad) are considered authorised, provided they are arranged or approved by the school. Participation in these activities is encouraged as part of a well-rounded education and must be communicated in advance to the relevant staff.

4.2.6 Interviews for other educational establishments

Students may be granted authorised absence to attend interviews or entrance assessments for transfer to another school, or to a university. Parents must submit a request in writing in advance, and approval must be obtained from the Headmaster. Supporting documentation may be required to confirm the purpose of the absence.

4.2.7 Exceptional Circumstances

While St Andrew's School, Turi is not bound by *The School Attendance (Pupil Registration) (England) Regulations* (DfE, 2024), we align with their definition of exceptional circumstances as those that are 'rare, significant, or unavoidable', and where 'the event could not reasonably be scheduled at another time'. There is no entitlement to term-time leave for holidays, and in most cases, such requests will not be authorised.

Permission for absence during term time is granted solely at the discretion of the Head. Parents wishing to request leave must write to the Head at least three weeks in advance, before making any travel or logistical arrangements. Taking time off during term time—regardless of the reason—can significantly impact a student’s academic progress and broader school experience. We ask that parents support the school’s commitment to high attendance by avoiding non-essential absences.

4.2.8 Fee defaulters

Students with outstanding school fees will not be permitted on school premises until the balance is cleared. During this period, no learning materials or assignments will be provided, and the school will not be responsible for any missed academic work. Parents or guardians are encouraged to communicate proactively with the school to resolve any financial difficulties in a timely and respectful manner, ensuring that students’ learning is not adversely affected.

4.3 Unauthorised absence

If a student is absent during term time without prior approval from the Head, the absence will be recorded as unauthorised and noted on the student’s permanent school record. Repeated unauthorised absences—typically three or more—will trigger a formal response, including a warning letter from the Deputy Head Pastoral and a possible meeting with parents to discuss the underlying concerns and agree on a plan to improve attendance.

In line with safeguarding protocols, the Designated Safeguarding Lead (DSL) will notify the relevant child protection or welfare services if a pupil of compulsory school age is absent without authorisation for 10 consecutive school days, and there are no reasonable grounds to believe the absence is due to illness or another unavoidable cause. Where there are concerns about a student’s welfare or safety, the DSL will make an immediate referral to the appropriate child protection or social welfare services, in accordance with the school’s safeguarding policy.

4.4 Off-rolling

In line with the Basic Education Regulations (Kenya, 2015), the school maintains a register of all student off-rolling, including learner transfers, drop-outs, and completions. While the detailed procedures are outlined in the Admissions Policy, this register ensures compliance with legal requirements and supports accurate tracking of student progression.

5. OTHER DOCUMENTS TO BE READ IN CONJUNCTION WITH THIS POLICY

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Admissions Policy