



STUDENT ABSENCE POLICY

Responsible:	Academic Director & Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Director
External Release:	Yes

Students must attend all Kingfisher Education Group lessons and activity sessions, whether its academic lessons, support session, sports coaching, evening entertainment or excursions. If a student does not attend for any session when they are expected (except for sickness/planned visits/doctors or discipline), the responsible staff member for that group must promptly reach out to determine the reason for absence.

See below for procedures.

Procedures following student absence

- In the event of a student's absence, it is first reported to the Academic Director to determine whether the student has swapped groups/classes. If not, the absence is then reported to the Director.
- The relevant Activity/Accommodation staff and the Medical Officer are consulted to see if the student has been reported as ill or has another reason for being missing.
- The student's accommodation room is then checked, followed by the room of any known friends
- Staff will conduct a walk around the site to locate any student missing and it is reported via mobile communications

Different situations in which a student is absent from a lesson:

- illness or injury or doctor visit (or other personal circumstances).
- unauthorised absence.

In case of **illness or injury**:

- The Medical Officer is visited or visits the student in question, depending on the state of their injury or illness.
- The Medical Officer will assess the situation and decide on a course of action and whether the student is fit enough to participate in any of the courses.
- The Medical Officer will inform the Academic Director of wherever the student should be, along with departments the students are due to be in later in the day if necessary. The Director and Activity staff are also informed.
- For any illness or injury requiring external medical attention, the Medical Officer or the Director will contact and inform the student's parent(s)/legal guardian/agent whilst also making arrangements/appointments with the relevant medical professional.

In case of **unauthorised absence**

1. The Director will talk with the student to determine the reason for the lateness
2. The student is reminded of the rules, i.e. that they must attend all sessions on time and that if there is a reason for being absent (e.g. illness), this should be communicated to a staff member who will either handle the matter directly or forward it to the appropriate person. The policy stating that all sessions are mandatory is detailed in the parent information pack and included in their welcome letter and discussed with the student upon arrival.
3. Persistent lateness may result in parents/guardians being contacted, implications explained, and repercussions laid out, such as being sent home.
4. If the Director decides that due to persistently bad behaviour, a student must be sent home, then this will be entirely at the expense of the parent or guardian concerned. Under these circumstances, we will not consider a refund.

Poor Punctuality and Attendance

Students with persistent poor punctuality or persistently trying to skip mandatory sessions, meetings or registers will be subject to sanctions in line with the Kingfisher Education policies.