

Attendance Protocol 2026-27

Approved by:	Governors
Last reviewed:	June 2026
Next review due by:	June 2027
Responsible for Review	Deputy Headteacher

1. Aims

At EKCSS, we encourage every student to achieve the highest possible level of attendance. This is to ensure that they take full advantage of the learning opportunities, both academic and social, available to them.

- **WE AIM FOR 100% ATTENDANCE FOR ALL, WHICH IS 190 DAYS OUT OF 365 IN THE YEAR.**
- **WE ASK FOR 96% AS A MINIMUM WHICH IS 182 DAYS OUT OF 365 IN THE YEAR.**

2. Rights and Responsibilities

The purpose of this protocol is to ensure that every member of the EKCSS community is clear on their responsibilities to maintain excellent school attendance.

EKCSS Student Responsibilities

- Attend school and all lessons regularly and on time.
- If you have difficulties or worries with your attendance support will be offered from your Year Group Managers, Inclusion Lead for Pastoral and our dedicated Attendance Team.

EKCSS Parent/Carer Responsibilities

- Ensure that their child attends school regularly and on time.
- Inform the school as soon as possible if their child cannot attend by using the MCAS app or via email Attendance@ekcss.org – please note all absences will be considered as unauthorised until a satisfactory explanation or medical evidence is received.
- Please book medical/dental outside of school hours and if unavoidable to only remove their child from school for the shortest time possible.
- Please refrain from taking holidays in term time.

EKCSS Responsibilities

- Attendance @ EKCSS will contact parent/carers for every absence.
- Every student's attendance level is monitored closely by our dedicated attendance team and Senior Lead.
- EKCSS will ensure that we promote excellent attendance at all levels and reward all students who attend on time and regularly as well as those who show the greatest level of improvement.

EKCSS Improvement Strategies

- Contact is made on the day of absence to offer support and encourage our students to attend the next day.
- MCAS and emails are sent where no contact has been made or received. Please ensure that you, parent/carers, respond to the messages.
- Our Attendance team will complete home visits to any absent student.
- EKCSS will contact parent/carers when attendance is becoming a worry.
- EKCSS will offer support with meetings in school or at your home to ensure that any barriers to regular attendance are identified and strategies are put in place.
- EKCSS will obtain advice and guidance from Kent PRU and Attendance Service (KPAS) where necessary.

EKCSS Promoting Excellent Attendance Strategies

- EKCSS will continue to provide a safe, happy and belonging environment where every student knows that their presence is important and vital to their learning and achievements.
- EKCSS will ensure that any student who feels vulnerable and experiences barriers in attending school and/or lessons regularly gets the support and guidance needed from their Year Group Managers and the Attendance Team.
- EKCSS students who have been absent for an extended period of time, or who are experiencing serious attendance problems, will have individually tailored programmes to support them.

- EKCSS will liaise with external agencies where appropriate for extra support and guidance for any student experiencing attendance difficulties.
- EKCSS will monitor all students attendance data regularly and ensure that all staff, students and families know the importance of excellent attendance.
- EKCSS Headteacher, Attendance Team, SENDCO, Deputy Headteacher and Senior Lead Attendance Behaviour and Safeguarding will meet regularly where attendance issues are discussed.
- EKCSS Attendance will be discussed at Governors Meetings.

EKCSS Registration

- Registration takes place Period 1 and Period 4.
- Students who arrive after the main gate is closed should sign in with the attendance team on the pedestrian gate. They will be marked as "L" for late.

EKCSS Leave of Absence

- Due to DfE regulations, Headteachers cannot grant leave of absence for the purpose of a family holiday during term time. The Headteacher may not grant any leave of absence unless there are exceptional circumstances.
- Parent/carers should email attendance@ekcss.org with their request.
- EKCSS will notify via email the decision to refuse/grant the request and will code accordingly.
- EKCSS will inform parent/carers of any request for a penalty notice made for unauthorised holidays.

EKCSS Absence due to illness

- When your child is unwell please inform the school each morning of each day's absence by using the MCAS app or via email Attendance@ekcss.org
- EKCSS will only authorise absences when contact has been made/received and it is deemed as acceptable
- Any further absences for illness will need to have medical evidence provided to ensure an authorised absence is recorded. They are: an appointment card, letter, text, sick note or prescribed medication.
- EKCSS is aware of the difficulties in obtaining a same day GP appointment here in Swale and would advise using the NHS 111 service or a local pharmacy for advice and guidance.
- EKCSS would be unlikely to authorise an absence for a headache or generally feeling unwell and advise taking suitable medication in the morning and attending school.

Type of Illness	NHS recommended period to be kept away from school	NHS further advice/comments
Diarrhoea or vomiting	24-48 hours after last episode	Please contact school for advice as it may vary with each case
Flu	Until recovered	
Whooping Cough	5 days from start of antibiotic treatment or 21 days since onset if no antibiotic treatment given	After treatment non-infectious coughing may continue for many weeks. Vaccination is available
Conjunctivitis	None	
Head lice	None if the hair has been treated	Recommend use of proprietary hair conditioner combed through the hair with a nit comb
Mumps	Five days from the onset of swelling (vaccination)	Mumps in teenage children can cause other serious medical complications

Thread worms	None	Treatment is required for the child and household contacts
Tonsillitis	None	There are many causes, most are due to viruses and do not need antibiotics
Chicken pox	Five days from onset of rash or until spots are crusted over- common March to May	Chicken pox can effect pregnant women if they have not already had the infection- please call school
Cold sores	None	Avoid contact with the sores
German measles	Five days from the onset of the rash can be vaccinated against	If pregnant women or children under 13 months come into contact with German measles they should inform their GP immediately. Please call school
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotics	Antibiotics can speed the healing process and reduce the infectious period
Measles	Four days from the onset of rash	If a pregnant woman comes into contact with German measles she should inform her GP immediately. Please call school
Slapped cheek	None- most cases are caught late winter- early spring	Pregnant women, people with weak immune systems or blood disorders who come into contact with slapped cheek should contact their GP. Please call school
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms