



KGS Attendance Policy

Revised July 2026

Approved by KGS Board

Responsible Officer	Principal
Review Cycle	Annual
Next Review	July 2027

At Karachi Grammar School we take attendance very seriously. For our students to gain the greatest benefit from their education, it is vital that they attend school, on time, every day. We have accumulated many years of data from the College Section that allow us to predict academic outcomes based on attendance data. Our data is supported by OECD findings and their comparative analysis of attendance using PISA test grades across the globe. In conclusion, the better a student's attendance at school, the better their academic achievement.

Learning at our school is interactive, requiring the participation of the students with the teacher and one another during class. This is adversely affected when a student is absent or habitually late – not only for that student, but for the dynamics of the entire class both during their absence as well as upon their return, when time is taken to reintegrate them into the learning context of the class.

Aims:

This attendance policy is designed to ensure that there are transparent procedures known to all our community for ensuring that students attend school and for establishing prompt communication with school in the case of lateness or non-attendance.

Attendance at KGS is graded as follows:

- **Good = 96%+**, Students are recognized for their outstanding attendance
- **Expected = 92%+**, The international benchmark for school attendance
- **Requires Improvement = 89-91%** This is the expected attendance to achieve academic success
- **Unsatisfactory = 85-88%**, the student is identified as academically 'at risk' and intervention begins with the Form Tutor who will work with parents and student to resolve the concern. To allow students to catch up, they are removed from school teams, trips and extra-curricular activities until their attendance and academic work improves.
- **Concern = 80-84%**, The Head of Year joins the Form Tutor in working with parents to improve the attendance. Students are at risk of being entered as private candidates in external examinations and parents counselled about the impact of poor attendance on their child's education and University applications.
- **Grave Concern = below 79%**, Passing international examinations is very unlikely and student learning is severely hampered. The Assistant Heads of Student Learning and Student Experience will work with parents to address the underlying concerns. Because of poor attendance the child is missing out on the unique student experience KGS offers. To protect the child from future difficulties at this demanding institution, promotion is unlikely at the end of the year.

Safeguarding and Attendance:

Attendance can be indicative of wider safeguarding issues. Thus during the tracking and monitoring of attendance by the Form Tutors and Heads of Year, any unexplained absences or sudden changes in attendance will trigger notifications that are sent to our Designated Safeguarding Leads to follow up.

To track and monitor attendance the school will:

- Inform parents of the attendance expectation of a KGS student
- View and respond to daily attendance and punctuality information
- Using iKGS to Monitor weekly patterns of attendance and identify concerns through section leadership and Heads of House/Heads of Year
- Share attendance information with pastoral and classroom colleagues for discussion with students
- Examine half-termly data reports against previous patterns and local and international data benchmarks
- Maintain a risk-register approach to the assessment of emerging concerns regarding students and tracking the impact of interventions

Morning Procedures and Actions:

	Gates/Doors Closed	Students late from	Registration	Phone call parents from	Email parents if there is no answer by phone
Nursery & Preschool	-----	0750	0800	0845	1030
Years 1-2	0730	0750	0800	0845	1030
Years 3 - 6	0800	0740	0830	0845	1030
Years 7 - 9	0800	0745	0830	0845	1030
Year 10 - 13	0800	0730	Biometric	0845	1030

If the school has any login or access issues, a paper list identifying those pupils that are present or absent must be handed to the section reception by the above times

After 0830, Actions for Lateness and Absence:

	Report for Lateness Generated and Sent to	Report for Absence Generated and Sent to
Nursery & Preschool	Class Teacher with copy to Head of Year and Head of Early Years.	Class Teacher with copy to Head of Year and Head of Early Years.
Years 1 - 6	Class Teacher with copy to Head of Year and Assistant Head (SE).	Class Teacher with copy to Head of Year and Assistant Head (SE).
Years 7 - 9	Class Teacher with copy to Head of Year and Assistant Head (SE).	Class Teacher with copy to Head of Year and Assistant Head (SE).
Year 10 - 13	House Tutor with copy to Head of House and Head (SE).	House Tutor with copy to Head of House and Head (SE).

Understanding School Registration Codes:

/	Present
A	Absent
AS	Absent (first and second day of sickness
M	Third day of sickness onwards (Medical leave certified)
AL	Late
AU	Absent Unauthorized
AA	Absence Authorized
#	School closure

All children not present are marked as **Absent, 'A'** until the reason is known. The total number of AS, AU and AL's are calculated and clearly presented on all student documents such as reports and transcripts.

As outlined earlier, low attendance will trigger intervention strategies and where students fail to attend school, their involvement in school teams and entry into examinations, under the school name, is reviewed. In extreme cases where attendance falls below 79% the yearly promotion also comes under review.

- KGS actively promotes prompt and regular attendance, it is the school's aim that all students achieve a minimum of 90% attendance, in order to maximize their academic achievement.
- Lateness, Truancy, unauthorized departure and unauthorized absence will not be tolerated in any form from any school activity.

- If a student is absent without explanation, the school will contact the parents. All phone calls to be completed by 10.30 at the latest. Should a large volume of calls be required, reception will ask for additional support from the Head of Section PA.
- If there is no response from the main contact number, the reception will cascade through the additional contact numbers provided. If contact is not made, they will email from 10.30.
- The KGS Principal will excuse pupils for being late in the morning during days with adverse weather conditions, road closures due to accidents or protests and other reasons, deemed unavoidable
- All pupils are given a % figure for lateness and attendance, which will appear on the iKGS system for parental and staff communication.
- The % figure for lateness and absence does not include authorised absences such as documented medical leave or other chronic/long term conditions.

Registration Procedures (College Section):

- Biometric Registration is conducted at each entrance. Once registered, the student should proceed to the courtyard. Upon hearing the bell, students attend first lesson.
- Where the reason for absence is unrecorded, school will phone the parents of every child who is recorded as 'Absent'. For any unanswered phone call, an email will be sent to the family, querying the student's absence.
- Following the completed steps above, the school will provide a daily report, by midday, that is sent to the Head of College-Student Experience, identifying students who are either absent or arrived late to school.

Registration Procedures (Early Years, Junior and Middle Sections):

- If a teacher has not taken their class register by the relevant time mentioned above, the receptionist will send the class teacher a high priority email and cc the relevant Head of Year, who will also follow up with the relevant teacher and ensure it is completed
- Where the reason for absence is unrecorded, school will phone the parents of every child who is recorded as 'Absent'. For any unanswered phone call, an email will be sent to the family, querying the student's absence.
- Following the completed steps above, the school will provide a daily report that is sent to the relevant Head of Year, identifying students who are either absent or arrived late to school. The Heads of Year are responsible to identifying concerns, trends and patterns that are passed onto the Designated Safeguarding Leads.

Absence Procedures (All Sections):

- The first and/or second day of absence should be explained through a parental letter/email, signed by the parent and submitted to the Class Teacher/House Tutor.
- On the third day of absence supporting documents are required and should be attached with all letters (e.g. immigration, sickness).
- Students' absence because of a school trip or representing school as part of school team would be marked 'Absence Authorized, AA'.
- A student representing Pakistan in a national or international event would be marked 'AA'. Supporting documents from the national association/federation should be submitted to the Class Teacher/House Tutor. Examples of authorized international and national events include
 - Government/ministry approved events such as the International Physics Olympiad or Asian Student Games.
 - Events organized and coordinated by foreign governments such as a regional round of the International Mathematics Olympiad, Turkish Embassy Art Exhibition or national sports competition.

Where there is a doubt if an event is authorized, the student should contact the Head of Section.

Staff Responsibilities:

Admin Secretary Responsibilities:

- Track absence, emailing and calling home each day by 10.30 to follow up absentees.
- Liaise with the iKGS Team/Class Teachers/House Tutors, keeping the school registers up to date.

Class Teacher/House Tutor Responsibilities:

- Record all lates and absences, keeping the Heads of Year and Head of House aware.
- Keep parents informed of the trends and concerns regarding the attendance of their child.

Heads of Year/Heads of House Responsibilities:

- Monitor consistent lateness and absence.
- Where required coordinate parental meetings
- Deliver year group assemblies on the importance of attendance and work pro-actively to keep all children above 90%.
- Keep the Head of Section briefed on individual cases of concern.

Heads of Section Responsibilities:

- Line-manage the work of the Admin Secretary regarding attendance
- Where required coordinate parental meetings.
- In cases of grave concern, refer them to the Principal.

Principal's Responsibilities:

- Keep the policy up to date and pro-actively promote school attendance
- Meet with parents of students who are considered 'at risk' due to poor lateness and or attendance
- Keep the board updated on cases of students whose promotion and progress is at risk due to poor attendance.