

THE
KINGSLEY
SCHOOL

The Kingsley School Attendance Policy	
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Contents

1. Aims	4
2. Legislation and guidance	4
3. Roles and responsibilities	4
3.1 Governors	4
3.2 The Headteacher	4
3.3 The Deputy Head Pastoral (DHP).....	5
3.4 Heads of Year	5
3.4 School Office staff	5
3.6 Form Tutors	6
3.7 Parent/Guardians	6
3.8 Pupils.....	6
4. Admissions Register	6
4.1 Children at Risk of Missing Education	7
5. Attendance Register	8
5.1 Attendance register	8
5.2 Lateness and punctuality	9
5.3 Lesson attendance	9
5.4 Unplanned, unexpected absence	10
5.5 Leave of absence	10
5.6 Following up unexplained absence	11
5.7 Reporting to Parent/Guardians	11
5.8 Unauthorised absence	11
5.9 Attendance at an approved off-site educational activity	11
6. Strategies for promoting attendance	12
6.1 1Absence of more than 5 days	12
6.2 Absence of more than 10 days	12
6.3 Meetings and home visits	12
7. Attendance monitoring	13
7.1 Monitoring overall attendance	13
7.2 Analysing attendance	13
7.3 Using data to improve attendance	13
7.4 Reducing persistent and severe absence	13
8. Monitoring arrangements	13
9. Links with other policies	14

Appendix 1: Child Absent for more than 5 days – Flow Chart. 15
Appendix 2: Registration Codes 16

1. Aims

The Kingsley School is committed to meeting its obligation with regards to school attendance through a whole-school culture and ethos that values good attendance. The School's commitment includes:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

The School also promotes and supports punctuality in attending lessons.

2. Legislation and guidance

This policy meets the registration requirements of the Department for Education (DfE) guidance

Children Missing Education (2016) _ Absence will be categorised using the guidance from the DfE School Attendance (last update February 2024)

Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

This policy refers to the DfE's guidance on the school census, which explains the persistent absence threshold of 10%.

The following guidance has informed this policy: Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk) (2023) and Support for pupils where a mental health issue is affecting attendance: effective practice examples (publishing.service.gov.uk) (2023)

Sixth Form attendance is recorded in line with DfE guidance, using the national attendance and absence codes to help monitor attendance and to encourage good attendance habits.

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the school to know when pupils are or are not on the premises.

3. Roles and responsibilities

3.1 Governors

Governors are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

Attendance is reported regularly to Governors and the Safeguarding Governor in particular has an overview of attendance and the procedures put into place for monitoring, analysis and follow up.

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring and addressing the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

3.3 The Deputy Head Wellbeing and Pastoral (DHWP), Director of Sixth Form (DoS) & Head of Prep School The DHP, DoS and Head of Prep

Responsible for:

- Promoting student attendance and punctuality across the school
- Offering a clear vision for attendance and punctuality improvement
- Evaluating attendance and punctuality expectations and processes
- Having an oversight of data analysis for attendance and punctuality
- Monitoring attendance and punctuality and devising specific strategies to address any issues identified through data analysis
- Ensuring appropriate communication with students and Parent/Guardians takes place to discuss attendance and/or punctuality issues
- Overseeing the delivery of targeted interventions and support for students and families
- Benchmarking attendance data to identify areas of focus for improvement

3.4 Heads of Year & Deputy Head of Prep

The Heads of Year support the DHP in fulfilling the responsibilities listed above and are specifically responsible for:

- Promoting student attendance and punctuality expectations within their year groups
- Facilitating discussions with students and families to try to remove any barriers to attendance and/or punctuality
- Liaising with the School Office about appropriate communication with Parent/Guardians when a student arrives late or is unexpectedly absent from school
- Delivering targeted interventions in line with the Safeguarding and Child Protection Policy and Behaviour Policy

3.5 School Office staff

A member of the school office staff is designated with responsibility for:

- Communicating with Parent/Guardians when a student arrives late or is unexpectedly absent from school
- Producing termly reports to monitor and analyse attendance and punctuality data for the DHP, Head of Prep and HOY
- Providing regular attendance reports and reporting concerns about attendance to the Head of Prep, Deputy Head Wellbeing and Pastoral
- Working with pastoral staff, Heads of Year, Head of Prep and Deputy Head Wellbeing and Pastoral and, if appropriate, the local authority, when a student's low attendance causes concern.

School office staff will monitor absence on a day-to-day basis and record reasons for absence on the school system. This includes:

- Monitoring emails from Parent/Guardians

- Taking calls from Parent/Guardians
- Liaising with pastoral leads when valid reasons for absence are unclear.

Should there be a question about the whereabouts of any pupil marked absent (i.e. no communication received from the Parent/Guardian giving a reason for the absence), the School Office staff will contact the nominated Parent/Guardian to enquire about the reason for absence and to check that the pupil's whereabouts is known.

3.6 Form Tutors & Prep Class teachers

Form Tutors/Prep Class Teachers are responsible for recording attendance on a daily basis, using the correct codes for 'present' or 'absent' according to whether a pupil is or is not physically present in the room. The register is a legal document and accuracy is therefore of great importance. The reasons for any absence will be entered by the School Office and both teachers and School Office can enter 'Lates'. Electronic registration means the School Office is immediately informed. If a paper register has been taken it must be submitted immediately to the School Office.

3.7 Parent/Guardians

Parent/Guardians are expected to:

- Make sure their child attends every day and arrives on time for 8.40 am registration
- Communicate with the school to report their child's absence before 9 am on each day of absence
- Provide the school with a minimum of two emergency contact numbers for their child
- Ensure that, where possible, medical and other appointments for their child are made outside of school hours.

3.8 Pupils

Pupils are expected to:

- Attend morning and afternoon registration and every timetabled session on time
- Sign out/in as appropriate at School Office if attending school for only part of any day or if attending a music or LAMDA lesson or similar session which means they cannot attend registration
- Arrange to go home during the school day (e.g. because of illness) only via the School Nurse, DH (or other SLT) or HOY. No other member of staff can authorise a pupil to go home during the school day. Pupils should not contact home themselves to arrange to leave school early.

4. Admissions Register

The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

The following details are recorded for every pupil:

- name in full
- birth sex (unless person has a gender recognition certificate (18+ only))
- name and address of every person known to the proprietor to be a Parent/Guardian of the pupil (and an indication of which Parent/Guardian the pupil normally lives with and which Parent/Guardians hold Parent/Guardian responsibility as defined by Section 3

Children Act 1989) – N.B. Parent/Guardians holding Parent/Guardian responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise

- where a Parent/Guardian notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the Parent/Guardian with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- an absolute minimum of two telephone numbers to contact in an emergency ☐
day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any
- an indication of day or boarding attendance (in schools which include boarders)
- The name of the destination school (or additional school, in the case of dual registration) notified by a Parent/Guardian and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.
- Notify the local authority of additions to the pupil roll during non-standard transition points.
- Notify the local authority of deletions from the pupil roll during non-standard transition points.

The admissions register is not a public document. The requirement to register a transgender pupil under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the pupil for all other purposes as being of the gender with which the child identifies.

4.1 Children at Risk of Missing Education

Parent/Guardians are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education.

The lawful grounds for removing a pupil from the Admissions Register and the information to be reported to Warwickshire County Council are set out in detail in both School Attendance (2022) and Children Missing Education (2016).

School will inform Warwickshire County Council (WCC) when a pupil/pupils:

- Have been taken out of school by their Parent/Guardians and are being educated outside the school system e.g. home education. Schools should not seek to persuade Parent/Guardians to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school

- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded.

WCC is notified by the school office when a pupil's name is added to/ removed from the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. In addition to informing WCC, it is helpful to copy in the local authority where the child is normally resident.

A school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts and failed. Inspectors may remind schools that, as independent schools, their right to remove a pupil will in addition be subject to the terms and conditions of their own school/Parent/Guardian contract.

The duty to delete a pupil from a register arises as soon as the grounds for deletion are met and, in any event, before deleting the child's name. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

School will also inform WCC of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

5. Attendance Register

5.1 Attendance register

An electronic attendance register is kept for all pupils.

The morning attendance register is taken at 8.40 am each school day and registers are then taken at the beginning of every lesson with the afternoon code being drawn from the P4 registration code in Senior School. In the Prep school afternoon registration is at 1.15pm

Any amendment to the attendance register will include:

- The original entry;
- The amended entry;
- The reason for the amendment;
- The date on which the amendment was made;
- The name and position of the person who made the amendment.

Appendix 1 shows the DfE attendance codes.

The attendance register also shows:

- Whether the absence is authorised or unauthorised;
- The nature of the activity if a pupil is attending an approved educational activity;
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

Absence will be categorised using the guidance from the DfE School Attendance (last update February 2024) Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

An additional back-up copy of the attendance register must be made either electronically or as a printed copy, not less than once a month. These back-ups/additional copies of the admission register and the attendance register must be retained for three years after the end of the school year in question.

5.2 Lateness and punctuality

Pupils are expected to be punctual at morning and afternoon registration.

Morning registration takes place at 8.40 am after which pupils will be recorded as 'Late'.

The register for the second session of the day will be taken at the start of P4 (12.15pm) in Senior school and 1.15pm in the Prep school.

Pupils arriving after 8.40am are recorded as 'Late' or 'Absent'. Pupils who register after afternoon registration are recorded as 'Late' or 'Absent'. Patterns of lateness are monitored and the sanctions outlined in the Behaviour Policy may be used to encourage punctuality.

There is no longer a requirement for independent schools to return absence data to the DfE and inspectors can no longer check a school's overall statistics unless it has kept them for its own purposes.

5.3 Lesson attendance

Teachers are expected to register attendance at the start of each lesson. Pupils are expected to email in advance if they are going to miss a lesson or part of a lessons for any reason other than illness. The teacher should notify the School Office **immediately**, if a pupil is unexpectedly not in a lesson and their whereabouts is unknown.

School Office staff will check that the pupil:

- does not have a music lesson or LAMDA lesson;
- is not with the school nurse or other pastoral staff;
- is not away on an official school excursion or undertaking another "visit" for that day e.g. visiting a university;
- has not gone home due to illness or appointment.

If the pupil still remains unaccounted for, then the Deputy Head (Wellbeing and Pastoral) should inform the Headteacher and keep the Parent/Guardians informed. The fire alarm may be sounded.

If the Parent/Guardians are contactable, they should be given the option as to whether the police should be contacted. If the Parent/Guardians are not contactable then the school may ring the police if it thinks it is appropriate so to do.

The Deputy Head (Wellbeing and Pastoral) should remain as point of contact between the police and the school. The Headteacher should be kept informed of progress.

5.4 Unplanned, unexpected absence

Absence due to illness is marked as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, or where absence for illness is prolonged or frequent, the school may ask the student's Parent/Guardian to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be requested unless the school feels this is necessary. If the school is not satisfied about the authenticity of the illness or the reason given for a family emergency, the absence will be recorded as unauthorized. Parent/Guardians will be notified of this procedure.

5.5 Leave of absence

For any type of planned absence such as an appointment, the student should be out of school for the minimum amount of time necessary and authorisation will only be granted on this basis. It is the responsibility of Parents/Guardians to ensure that arrangements are in place to allow the student to attend school before and/or after an appointment, where timing of the appointment permits. This includes University visits, Open days and University interviews.

Students must always sign out at the School Office if they need to leave school during the day, and sign back in when they return. If a student has permission to be absent for any reason, it is their responsibility to excuse themselves and to make up the work.

The Government document 'Working Together to Approve Attendance' states:

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see Code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable) 18
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's Parent/Guardians belong. If necessary, the school will seek advice from the Parent/Guardians' religious body to confirm whether the day is set apart
- Participation in a performance - a licence or Body of Persons Approval (BOPA) is usually required.
- Participation in a high level co-curricular activity or pathway to excellence.
- Selection for a high-level event, e.g. a national competition

- Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

As head-teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Permission from the Headteacher for leave of absence must be requested by email, **well in advance**, to absence@kingsleyschool.co.uk. Only the Headteacher or Head of the Prep School can authorise leave of absence for exceptional circumstances.

Further information about authorisation of absence is given in Section 6.1: Approval for term-time absence.

5.6 Following up unexplained absence

Where any pupil expected to attend school does not attend, or stops attending, without reason, the school will:

- Contact the pupil's Parent/Guardian on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Contact the Parent/Guardian on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

5.7 Reporting to Parent/Guardians

Parent/Guardians are informed about attendance statistics on full reports. Where attendance is low, Parent/Guardians are contacted and a support plan is put in place. Where appropriate, 'Early Help Pathway to change' may be used in the support plan.

5.8 Unauthorised absence

The following are examples of where absence is recorded as unauthorised:

- when appointments and holidays have not been authorised in advance
- holidays/ exceptional absences in excess of the period of time agreed in advance
- arrival at school after 9.30am without a valid reason or authorisation unexplained absences or absence without an valid reason

5.9 Attendance at an approved off-site educational activity

An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision. Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by

someone authorised by the school. For purposes of registration and safeguarding, the school is notified by both the Parent/Guardian and the provider of the activity if a pupil is absent.

6. Strategies for promoting attendance

The following procedures may be adopted to promote good attendance:

- Communicating the importance of good attendance and the procedures in this policy to pupils, Parent/Guardians, staff and governors;
- SLT analysis of data and appropriate response initiated to any patterns of concern;
- Pastoral staff liaise with families to understand attendance issues;
- Liaison with a pupil's family to help remove any barriers to improving attendance;
- Phased attendance plans made with student input which may identify key trusted school staff, enjoyable aspects of school, strategies to address reasons for not attending, safe spaces and small targeted steps;
- Early Help Pathway to Change support used when attendance becomes a concern for Safeguarding reasons;
- Children's Services support accessed where there are more serious concerns about attendance and/or where there may be associated safeguarding issues;
- Home visits or Teams meetings may be organised;

6.1 1 Absence of more than 5 days

Where a student has been absent for 5 consecutive days, the School Office staff liaise with the pastoral leads (DHWP or HOY) to determine whether a courtesy call is appropriate to offer support, discuss the absence and likely date for the return to school. The procedures outlined in Appendix 2 should be followed. If there are significant safeguarding concerns at any time, efforts should be made to have 'eyes on' the student at the earliest opportunity unless they are known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

6.2 Absence of more than 10 days

The procedures outlined in Appendix 2 should continue to be followed.

As a general rule, staff should make every attempt to have 'eyes on' a student **every 10 school days** (not including weekends or holidays) during a period of absence, unless the student is known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

6.3 Meetings and home visits

An in-person meeting will best allow staff to assess the safety and wellbeing of the young person but a virtual meeting may be appropriate in some situations. The decision to meet in-person or virtually should be made in discussion with the DHWP and, if appropriate, the Head of Learning Support, School Nurse or Wellbeing Counsellor.

If an initial in-person meeting is to be held at the student's house, no fewer than two staff should attend.

If the absence continues beyond the initial meeting, a discussion with the DHWP will take place regarding future steps which will depend on the nature of the absence:

- if the reason for absence is SEMH in nature, future support may be led by the Head of Learning Support

- if the reason for absence is not SEMH in nature, the pastoral team will coordinate the support plan which will be regularly reviewed. This will consider, among other things, if a medical note is required or if ongoing visits are necessary given the individual circumstances.
- if it is decided that further home visits are required, it may be decided, in discussion with the DHP, that only one member of staff need attend.

7. Attendance monitoring

7.1 Monitoring overall attendance

- Form tutors monitor daily attendance and are encouraged to flag up any concerns weekly to the Heads of Year to allow early intervention.
- The Deputy Head Wellbeing and Pastoral monitors attendance and absence data half-termly, termly and yearly across the school, within year groups and at an individual pupil level. They identify any particular groups of pupils or individual pupils whose absences may be a cause for concern.
- Attendance data is shared with the Senior Leadership Team and with Governors. Benchmarking against national statistics may form part of the shared data.

7.2 Analysing attendance

The school:

- Analyses attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance.
- Looks at historic and emerging patterns of attendance and absence

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Heads of Year, Head of Prep and Deputy Head Wellbeing and Pastoral , to facilitate discussions with pupils and families to try to remove any barriers to attendance;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

The Government defines persistent absence to be where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the Parent/Guardians of Pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Consider instigating Early Help to support attendance, either internally or, in more serious cases, with external monitoring;
- Provide access to wider support services such as Local Authority Children's Services, to remove the barriers to attendance.

8. Monitoring arrangements

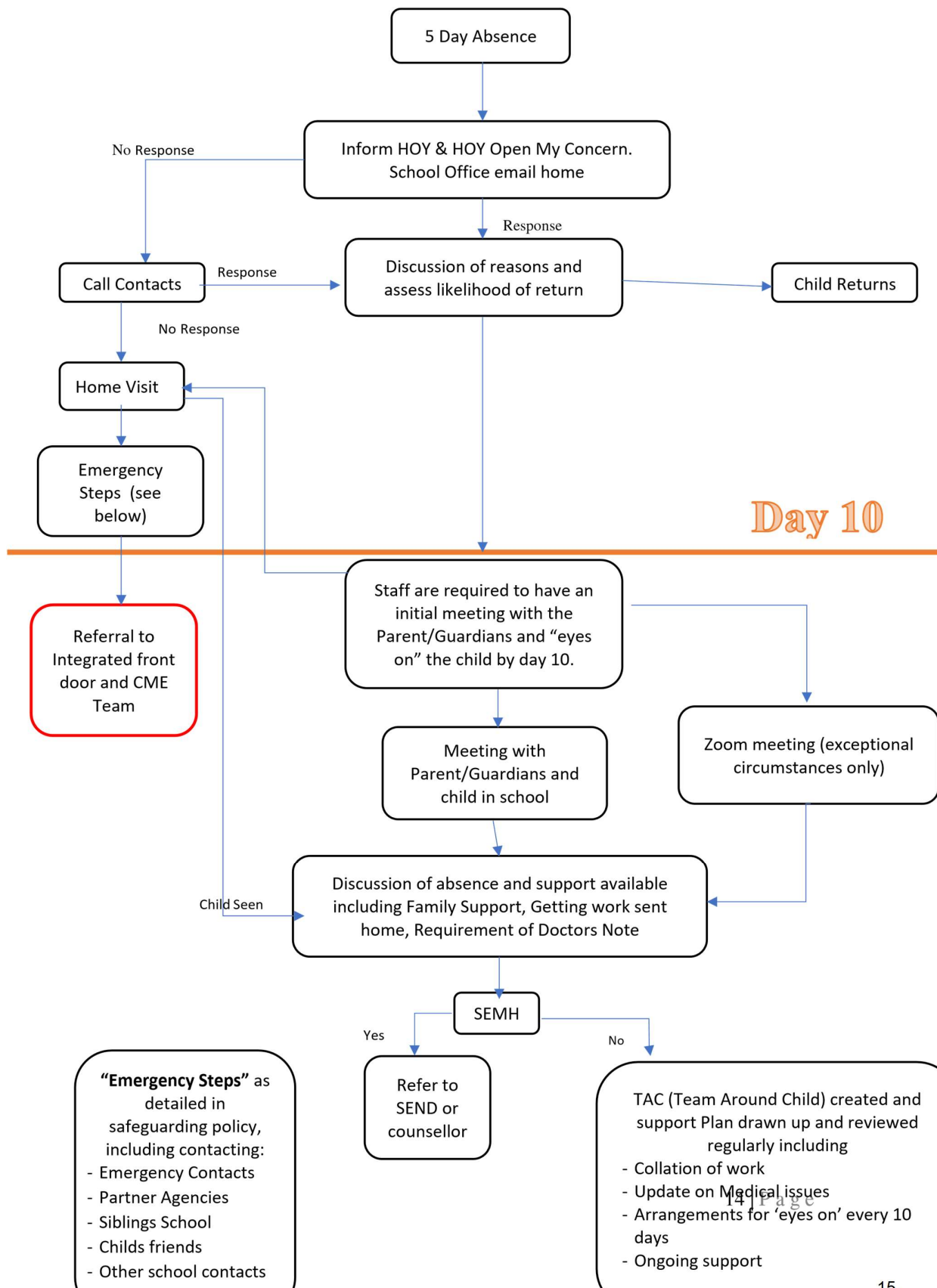
This policy will be reviewed at least annually by the DHP as guidance from the local authority or DfE is updated.

9. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy

Appendix 1: Child Absent for more than 5 days – Flow Chart.



Appendix 2: Registration Codes

The following codes are taken from the DfE's guidance on school attendance:

Attendance:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered e.g. Warwick School, hospital school
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised Absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances. <i>* NB This included authorised study at home granted for Sixth Form students outside the public examinations window.</i>
E	Excluded	Pupil has been excluded but no alternative provision has been made

H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 or Year 13 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised Absence:

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after 8.40am but before 9am