



THE KIMBERLEY SCHOOL

ATTENDANCE POLICY

The Kimberley School seeks to ensure that all students receive a full-time education which maximises opportunities for every student to reach his/her true potential.

All staff will work with students and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents that give low priority to attendance and punctuality.

Legal Requirements

Parents/Carers have a duty to ensure that their children receive a full-time education. Legal action may be instigated against parent/cares whose child's attendance is unacceptably low and where they are failing to fulfill their responsibility.

Parents must notify school of the reason for absence. The school then decides if the absence can be authorised.

The school is required to maintain an accurate register for each session as a legal document.

The school is required to submit to the DfES a termly return which records

- Authorised absence as a %
- Unauthorised absence as a %

Term-time Holidays

Kimberley School will not authorise leave of absence for family holidays. We will however use discretion when requests for leave of absence are submitted for exceptional circumstances. If the request is not agreed then any absence will be treated as unauthorised. This may lead to a penalty notice or a summons being issued against you.

Support

The Assistant Head Teacher, Head of House and Student Services Officer will meet to discuss attendance levels and any concerns. The Student Services Officer will contact parents through telephone or letter regarding these issues. We will also interview students to help identify and support with any attendance problems.

Wherever possible, The Kimberley School will work on preventing cases of low attendance. Each week Assistant Headteacher and Student Services Officer meet to discuss low attendance. Cases are highlighted and a mentoring programme is put in place. The Student Centre also runs an Attendance Mentoring

group with the Assistant Headteacher which includes potential poor attenders and students whose attendance is falling.

The Education Welfare Officer visits the school twice weekly to be updated on Attendance levels and referrals. Home visits are carried out when necessary along with other agencies.

The Education Welfare Service will pursue fixed penalties and court action should attendance not improve.

Nottinghamshire Police Support the school and The Education Welfare Service by attending meetings with parents and students. Late gates and regular truancy sweeps are carried out and followed up by checking previous 5 weeks attendance and following 5 weeks attendance of the students found truanting.

Attendance Panels

When the school has identified problems with attendance we will invite parents/carers to an attendance panel meeting. The EWO, Assistant Head Teacher, Student Services Officer and a member of the School Governors will be present at the meeting. We will create an action plan, and agree on a date for review.

If attendance improves school staff and EWO will continue to monitor until satisfied only then will the case be closed. If no improvement, Court Action letter will be sent. EWO will work to proceed to court.

Working With Parents/Carers

Parents/carers are required to notify school immediately of absence and the likely duration. On returning to school the absence should be confirmed in the student's planner.

School will expect all parents/carers to co-operate and keep in contact with school when any issues arise and respond to any contact by school staff and other agencies.

The Kimberley School will involve parents regarding attendance issues as soon as possible and regularly update parents/carers on attendance levels including any improvements.

The Kimberley School will use the 'Keep Kids Safe' system to inform parents of absences.

We will encourage parents to be involved in their child's attendance by asking them in to discuss any issues and meet with parents should they request support in helping them overcome any problems. We may include outside agencies in these meeting to help with professional guidance.

Signed: Headteacher

Signed: Chair of Governors

Dated:

Review Date: