



THE KIMBERLEY SCHOOL ATTENDANCE POLICY

The Kimberley School seeks to ensure that all students receive a full-time education which maximizes 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 parent(s)/carer(s) that give low priority to attendance and punctuality.

Legal Requirements

Parent(s)/carer(s) 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.

Parent(s)/carer(s) 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 Department of Education a termly return which records

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

Term-time Holidays

High Attainment depends on good attendance. Term-time holidays will have a significant impact on achievement and progress and therefore our policy is not to authorise any other than in the most exceptional circumstances. The fundamental principles for defining exceptional are rare, significant, unavoidable and short. By unavoidable we mean an event that could not reasonably be scheduled at another time.

Amendments to the Education (Pupil Registration) (England) 2006 regulations make clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Schools should determine the number of school days a child can be away from school if the leave is granted.

In these circumstances an application must be made in writing, with appropriate evidence, to the Admissions Officer in advance of booking the intended holiday. An application can be downloaded from the school's website. The Admissions officer will respond with a decision in

writing within one working week. Even in exceptional circumstances we are unable to authorise any more than 10 school days absence for term time holidays in one academic year.

If a holiday is taken during term time without being authorised as described above – then the absence may be referred to the Local Authority who may issue a warning fine or a penalty notice in line with the Nottinghamshire Local Code of Conduct for Penalty Notices Issues In Respect of Truancy and Excluded Pupils

Support

The Assistant Head Teacher, Head of House and Attendance Officer will meet to discuss attendance levels and any concerns. The Attendance Officer will contact parent(s)/carer(s)/carers 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 Head of House and Attendance Officer will meet to discuss low attendance. Cases will be highlighted and a mentoring programme put in place.

Student Services also runs an Attendance Mentoring group with the Assistant Headteacher which includes potential poor attenders and students whose attendance is falling.

Home visits are carried out when necessary along with other agency support. The Education Welfare Service will pursue fixed penalties and court action should attendance not improve.

Nottinghamshire Police support the school by attending meetings with parent(s)/carer(s)/carers 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 parent(s)/carer(s)/carers to an attendance panel meeting. An action plan will be agreed and a date for review set.

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

Late Attendance Panel

A late attendance panel will be called when a student has met all the requirements as per the late policy in the behaviour policy.

Working With Parent(s)/carer(s)

Parent(s)/carer(s) 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 parent(s)/carer(s) 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 parent(s)/carer(s) regarding attendance issues as soon as possible and regularly update parent(s)/carer(s) on attendance levels including any improvements.

The Kimberley School will use the 'Schoolscomms' system to inform parent(s)/carer(s) of absences.

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

Amended September 2016

Next Review Date: Autumn 2020