

ATTENDANCE MATTERS

The Facts:

Attending school is very important; any absence is monitored closely. The Attendance team will contact you if we have not received an absence call.

Children who are regularly absent from school miss out on opportunities which can affect their life chances. Your child must attend school every day.

KEY FACT

Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.



attendance@kingsmeadow.org.uk



www.kingsmeadow.org.uk

The Law

You need to make sure that your child is attending school every day and on time. You will be breaking the law if you fail to do so unless there are exceptional circumstances.

The Education Act 1996 states that:

“If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his parent is guilty of an offence”.

There are two offences relating to parental responsibility for ensuring regular attendance at school or alternative provision:

1. If a registered pupil is absent without authorisation then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. A conviction for this offence can result in a fine of up to £1,000.
2. If the parent knows that their child is failing to attend regularly at the school and fails to cause him/her to do so, he/she is guilty of an offence under Section 444(1A) of the Education Act 1996. This is known as an aggravated offence. A conviction for this offence may result in a substantial fine up to a maximum of £2,500 and/or a term of imprisonment not exceeding 3 months and/or a community penalty.

The full Kingsmeadow attendance policy can be found on the school website.

Who to contact for support

The following people are here to support you if you are experiencing difficulties getting your child into school: -

Attendance Family Support Worker
Mrs E Oliver (eoliver@kingsmeadow.org.uk)

Assistant Attendance Family Support Worker
Mr D O'Connell (do'connell@kingsmeadow.org.uk)

Assistant Headteacher (Improving Attendance)
Mr G Dunlop (gdunlop@kingsmeadow.org.uk)

Pastoral Support

Mrs C Richardson - Assistant Headteacher - Engagement and Wellbeing, DSL	
Kings	Meadow
Mr D Bolam - Head of Kings House	Mrs S Robson - Head of Meadow House
Mr Overend - Assistant Head of Kings House	Miss Pirie - Assistant Head of Meadow House
Miss Clay - Assistant Head of Kings House	Mr Milton - Assistant Head of Meadow House

How can you help?

- Establish a good routine in the mornings and evenings so that your child is prepared for the school day ahead.
- Make sure your child attends school daily and follows the school rules.
- Ensure your child arrives at school on time.
- Always arrange dental and medical appointments outside school hours.
- Always inform the school if your child is absent.
- If your child is not attending school as you expect they may be putting themselves at risk – Who are they with? What are they doing?
- Take family holidays outside term time- holidays in Term Time will result in a Fixed Penalty Fine.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend parent evenings and school events.
- Praise and reward your child's achievements at school.
- Always support school staff in their efforts to promote a positive attitude to learning.
- Discuss any problems or difficulties with the school – staff are here to help and will be supportive.

Staged attendance intervention

Stage 1

Initial concern sent out to parents explaining the impact of poor attendance on student welfare and outcomes.

Stage 2

Second letter send out to parents detailing the legal responsibility of parents alongside a parent survey. This is designed to give the attendance team more information to help to support attendance improvement. Students attendance will be monitored for 10 days following this intervention.

Stage 3

1. Student currently has an attendance percentage of 93% or below
2. Student has unauthorised absences codes in the previous ten school days and has previously been issued Stage 2.

Parent(s) will be issued with an Attendance Action Plan during a meeting with the Attendance team. Again this will allow the school to work alongside the family to support improved attendance. The student's attendance will then be monitored for twenty school days.

Stage 4

If the attendance team feel they have exhausted all possible school strategies a referral to the Local Authority will be made for enforcement action and legal proceedings will commence.

Lateness

School starts at 8:45am your child will receive a late mark if they arrive after this time. The register closes at 9.30 am. If your child arrives after this time, they will receive a U mark which means late after registration has closed. This is classed as an unauthorised absence.

Medical appointments and evidence

Please give the school as much notice as possible of any medical appointments being made during the school day. Where possible, appointments should be made out of school time. If this is not possible, your child should miss the minimum amount of lessons necessary. If your child is well enough to return to school following the appointment they should do so.

If you are asked for medical evidence you will need to provide copies of GP appointment cards or letters, medication details or other relevant information. Failure to provide this will result in your child's absence being recorded as unauthorised.



Holidays & Leave of Absence:

You can demonstrate your commitment to your child's education by not taking holidays during term time. Holidays will be recorded as unauthorised and will result in all parents with parental responsibility potentially being issued with a fine.

Any child or young person who is absent from school due to a holiday will miss out on important learning and will fall behind with their school work.

In each school year there are 190 statutory school days – this allows plenty of time for holidays to be arranged outside term time.

Holidays taken during term time will be categorised as an unauthorised absence.

You can access leave of absence request forms on the attendance page of the school website.



Every school day counts

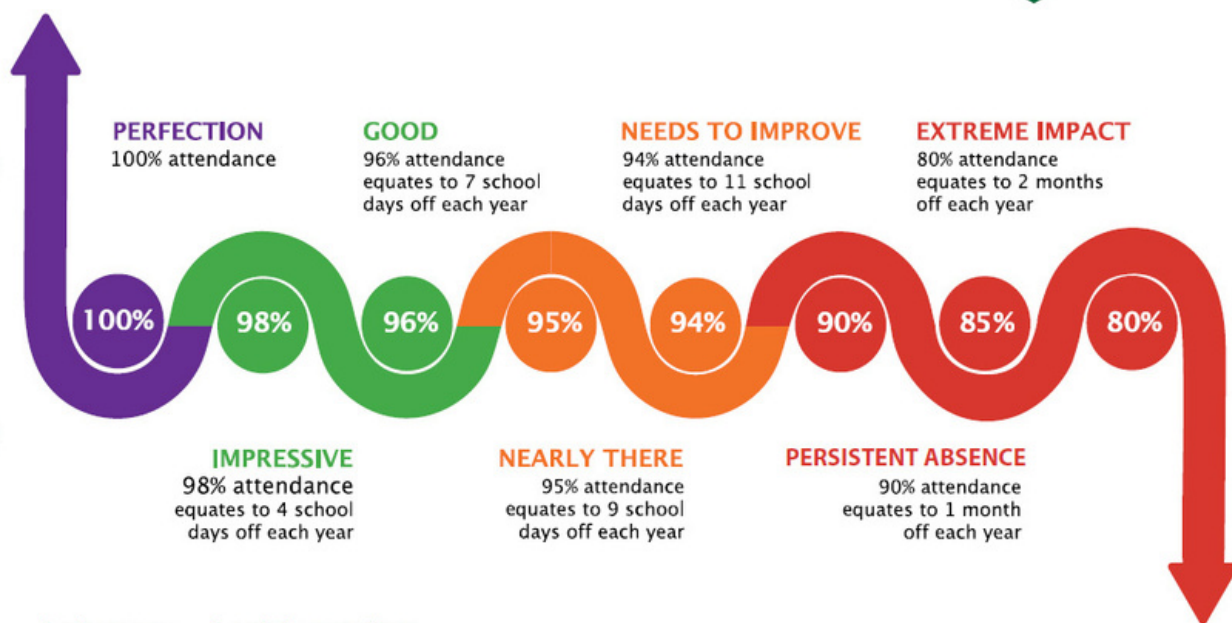
Every single day a child is absent from school equates to a day of lost learning. For some parents, 90% may seem like an acceptable level of attendance. The reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year –nearly 4 school weeks.

This level of absence can have a detrimental impact on progress and results.

Attendance Matters at Kingsmeadow



- Attendance affects your learning
- Attendance affects your future
- Every minute of every lesson counts!



Lateness = Lost Learning

Minutes lost each day	5 minutes	10 minutes	15 minutes	20 minutes	25 minutes
School days lost per year	3 days	6.5 days	10 days	13 days	19 days

School can support

In order to assist and support you with attendance issues, Kingsmeadow has lots of supportive options available to ensure that your child can continue to attend school, even if they are a little under the weather from time to time with a particular ailment or injury.

Some of these options may include:

- Kingsmeadow is well-equipped to support students remaining in school with colds/flu/headaches/bugs and other day to day ailments. Although being in lessons will always be a priority this can involve a different working environment that is well ventilated, quiet and allows hydration and toilet access. This allows your child to continue their learning in supportive surroundings.
- Where possible, students should return to school for the afternoon session. This will safeguard your child's learning and minimise disruption to learning.
- With regards to physical injuries, support can consist of a lift pass, the ability to leave lessons early with a student helper to avoid student movement issues around school, a lunch queue pass and many other various supportive options will all ensure that it is still possible for students to attend school.

Reporting absence

Please call us on 0191 4606004 and press 2 to report an absence. Please note all absence should be reported by 8.40am.

