

# KINGSBURY HIGH SCHOOL



## ATTENDANCE POLICY



Responsible Committee:  
Reviewed:

Full Governing Body  
Every Year

Adopted by Governors:  
Reviewed & Ratified by Governors:

2021  
Full Governing Body

Next Review Date:  
Owner:

Summer 2024  
Cresta Hurt

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# ABBREVIATIONS

AIM	Attendance Intervention Meeting
CME	Child Missing in Education
DFE	Department for education
EHCP	Educational Health Care Plan
EHE	Elective Home Education
EWO	Education Welfare Officer
EWS	Educational Welfare Service
EPN	Penalty Notice (fine)
GP	General Practitioner (Doctor)
PIM	Pastoral Intervention Meeting
SEND	Special Educational Needs and Disability
SIMS	School Information Management System
SLT	Senior Leadership Team
TTL	Term Time Leave
YPR	Year Progress Review

## 1. AIMS

Students at Kingsbury High School have varying backgrounds, needs and abilities. It is our mission to ensure that each individual child has the opportunities, support and guidance they require in order to thrive and develop into respectful, well-rounded and balanced members of society. As a 'Silver' [UNICEF Rights Respecting School](#), we are committed to the rights afforded to all children in the United Nations Convention on the Rights of the Child (UNCRC).

We believe that attending school every day is the foundation that helps us to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Good attendance at Kingsbury High School is considered to be 97% and above. Every day of absence reduces a student's attendance by 0.5%.

If a student's attendance falls below 95%, it can impact on a student's progress dramatically and the school will take actions to prevent this.

Statistics show that if a child's attendance drops to 90% it reduces a child's chance of achieving 5+ 5-9 grades at GCSE from 81% to around 57% impacting on their achievement.

Therefore we

Promote good attendance

Ensure every student has access to full-time education to which they are entitled

Act early to address patterns of absence

We support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

## 2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

## 3. SCHOOL PROCEDURES for recording attendance

### 3.1 Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The register for the first session will be taken at 8.40 am and will be kept open until 9.30 am. The register for the second session will be taken during period 3 and will be kept open until 12.20 pm.

It will mark whether every student is:

Present

Attending an approved off-site educational activity

Absent

Unable to attend due to exceptional circumstances

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

Students are expected to arrive in school at 8.35 am on each school day with the exception of Wednesday when they arrive at 8.50 am.

The attendance register will retain the attendance records of EHCP and eligible children beyond the age of 25, and other pupils up to the age of 25.

### 3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30 am or as soon as practically possible (see also section 6).

**What parents should do if their child is absent from school:**

1. Ring the school as early as possible (before 8.30 am) on 020 8206 3000 or email [khsattendance@kingsburyhigh.org.uk](mailto:khsattendance@kingsburyhigh.org.uk).
2. Voicemail will offer 'Press 1 to report an absence'.
3. Please speak clearly and give your child's name, form and brief details of the reason for absence.
4. If the absence continues, please ring/email each day to reconfirm the ongoing absence. On the day of return, please ring/email to confirm their return.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness or attendance is below 90%, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **3.3 Medical appointments**

Missing registration for any medical appointment is considered as an authorised absence; where possible advance notice of 3 days is required for authorising these absences.

However, we encourage parents **to make all medical appointments out of school hours where possible**. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

If your child has a medical appointment please notify the school via email [khsattendance@kingsburyhigh.org.uk](mailto:khsattendance@kingsburyhigh.org.uk) or call 0208 206 3000 (press 1 to report an absence). We require details of the appointment including the appointment time, when the student will be picked up and who will be picking them up for the appointment. Students would be expected to only be absent for the time of the appointment. They should be in school prior to or after the appointment where possible.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

The register closes at 9.30 am. A student who arrives late but before the register has closed will be marked as late, using the appropriate code. Students arriving after this time will be marked as an unauthorised absence.

A student who arrives after the register has closed will be marked as absent, using the appropriate code impacting on their attendance percentage.

Students who arrive to school late will sit a 20-minute after school detention. If a student is late 4 times in a half-term he/she will also sit a 40-minute detention; the 5th late will trigger a 60-minute detention. On the 6th late, parents will be requested to attend school for a meeting with the Year Leader and Educational Welfare Officer (EWO) and subsequent lateness will result in the student being placed in SLT lunchtime detentions.

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

1. If we have not received a phone call by 9.30 am we will send an SMS text message to your mobile asking you to call or text a reason for the absence.
2. We will text and call, as a follow up, if your child is off for more than 2 days.
3. If the absence is longer than 3 days' medical evidence will need to be provided.

### **3.6 Child Missing in Education**

If we have not received information about why a student is absent we will send a text daily requesting parents to provide details of the student's absence. On the third day we will attempt to call parents. If a student is absent for 3 consecutive days without parental contact then we will complete a Child missing in education form and send it to our Education Welfare Officer, at this point we will also involve our safeguarding team.

### **3.7 Elective Home Education (EHE)**

Parents electively home educating their children are obligated to ensure their child 'receives an efficient and suitable full-time education'.

Further information and guidance for parents on EHE can be found here in the [dfe guide for home education](#).

We ask parents that wish to educate their child at home to inform the school of their intention to do so in a letter addressed to the headteacher. This prevents the school from any misunderstandings about your child's unexplained absence. The school will then pass this information onto the Education welfare service and will remove the student from school roll stating home education as the reason.

### **3.8 Off roll procedure**

Students will not be removed from school roll unless we have obtained confirmation that a student is on roll at another educational setting. In the case of a student moving overseas then the EWO will be notified and confirm that we are able to remove the student from our roll once details of travel, new address and new school are given. If a parent requests home education for their child then the school will only remove them from the roll once they and the EWO are in receipt of a letter from the parents, confirmed by the Headteacher.

A child missing in education form (CME) will be filled out after 3 days of absence with no contact from the parent, the EWO will investigate and the student may be removed from the school roll after 20 days if the child does not return to school.

### **3.9 Reporting to parents**

Students receive 2 academic reports at various points in the year on which their attendance percentage and number of lates is also reported.

Parents are able to use an application called edulink to monitor and track their child's attendance at any point.

## **4. AUTHORISED AND UNAUTHORISED ABSENCE**

### **4.1 Granting approval for term-time absence**

We **do not** authorise holidays during term time. Any holidays taken during term time may result in a fixed penalty notice being issued to the parent/carer. Any leave that is taken that is unauthorised may result in a Penalty Notice being issued by the Educational Welfare Service.

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances.' The school considers each application for term-time absence/leave individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion, please note these are rarely given.

Valid reasons for **authorised absence** include:

- Illness and medical appointments – as explained in sections 3.2 and 3.3

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

#### **4.2 Reducing persistent absence**

Research shows that there is a correlation between attendance and progress, students whose attendance is below 90% means that they have missed a month of school per year and are far less likely to reach their target grades. It is vital to students that persistent absence is tackled to support student progress.

#### **4.3 Attendance below 95%**

The school will notify a parent via letter when a student's attendance drops below 95% asking for immediate improvement. Further absence will be unauthorised unless accompanied by medical evidence.

Parents will be required to attend an attendance meeting at school to encourage positive attendance any issues and concerns can be discussed and support put in place where necessary the student will be monitored until attendance is above 95%

#### **4.4 Attendance below 90%**

The school will notify a parent via letter when a student's attendance drops below 90% asking for immediate improvement. The school will not authorise attendance below 90% as the student is now a persistent absentee and the Local Authority's Educational Welfare Officer (EWO) will begin investigations. Further absences at this rate of attendance will not be authorised unless medical evidence is provided from a GP. If absences do not improve with support then the educational welfare service (EWS) may issue a penalty fine or court order. Parents will be required to attend an attendance meeting at school to discuss the decline in attendance. Students will be monitored closely by the Year Leader on a report.

#### **4.5 Attendance below 80%**

The school will work with the EWS and the schools EWO will request a Stage 1 meeting with parents to discuss the concerns around the child's attendance.

*Stage 1* - The child's attendance will be monitored over an 8-week period and supportive interventions put in place where necessary. Where there is improvement the case will be monitored for a further 2 weeks and then closed.

Where there is insufficient improvement the legal threshold will be met and the case moves to Stage 2.

*Stage 2* - Insufficient improvement in attendance can lead to an EPN (Education penalty notice), formal warning or prosecution.

#### **4.6 Study Leave**

Study leave – study leave is not granted by default, and is only granted to students in year 11 & 13. Provision will still be made available for students who wish to revise in school



## 4.7 Legal sanctions

Unauthorised absence of a child from school, where the child is of compulsory school age will likely result in a penalty notice and fine issued by and paid to the local authority.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

A number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

If a student is persistently absent with no improvement then the Education Welfare service may issue a court order and or fine in

## 5. Strategies for promoting attendance

### 5.1 Positive attendance

#### **Weekly**

Students receive a weekly clean slate for 100% attendance in a week and 10 reward points

#### **Half termly**

Students that have 100% attendance are issued with a PRAISE postcard and 40 reward points every half term.

#### **Termly**

Students with 100% attendance are issued with a letter from the Assistant Headteacher

Forms with the highest attendance are celebrated in termly assemblies

Students with most improved attendance are rewarded with a PRAISE postcard and 40 reward points in assembly

### 5.2 Actions and Interventions pre - referral:

- Attendance officer and year leaders to regularly phone parents
- Students met regularly by Year Leaders
- Below 95% letter sent by Year Leaders
- Parents invited in **AT LEAST ONCE** to meet the child's year leader
- Attendance officer, EWO and year leader to discuss the student at the bi-weekly meeting with EWO
- Students to be placed on punctuality report and monitored by form tutor and year leader

### 5.3 Actions below 90%

- Attendance is now not authorised without supporting medical evidence
- Parents invited in **AT LEAST ONCE** to meet the child's year leader
- Below 90% letter sent by Year leaders
- Letter is sent by EWO with details of interventions that have taken place to date (meetings/ letters/ calls)
- Student will be discussed in the AIM bi weekly and monitoring by the EWO will begin
- Year Leader will continue to monitor the student's attendance and work with EWO in ensuring all records are kept up to date including interventions and support

- Year leader will make daily calls to parents of students below 90% that are not in on the day encouraging positive attendance

#### **5.4 Actions below 85%**

- Attendance is now a major concern and will be monitored closely by the school and the EWS
- Parents will be invited into a meeting with the EWO and the Year leader
- Attendance will be monitored and if no improvements made could lead to possible prosecution/ fine/ penalty notice/ formal warning for parents

## **6. Attendance monitoring**

The attendance officer monitors student absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to reconfirm illness daily.

If a student's absence goes above 5 days in a half term the Year Leader will contact the parents to discuss the reasons for this.

If after contacting parents a student's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this regularly with governors.

### **6.1 Attendance Intervention Meetings (AIMS)**

The school holds bi weekly attendance intervention (AIMS) meetings to discuss persistent absence within each year group.

During the meeting the Year Leaders and the Education Welfare Officer discuss individual students and actions taken. This information is tracked weekly and interventions set up where necessary

### **6.2 Pastoral Intervention Meetings (PIMs)**

There are at times the need to adapt students timetable or build in to the student timetable interventions to support positive attendance due to extenuating circumstances after discussion with professional agencies and the educational welfare officer. During these PIM meetings individual student cases are discussed. Members of the pastoral and inclusion team ensure that individualised support is put into place including allocated assessments, specialist staff and outside agencies. Strategies, interventions, support and an allocated staff member overseeing the child will then be shared with staff to ensure a differentiated approach to managing their school experience from all involved.

Interventions may include:

- 1-to-1 mentoring (Form tutor, Year Leader, Associate State Leader, Stage Leader, Assistant Headteacher, Head of School)
- Punctuality report

- Peer mentoring
- Temporary timetable reduction
- Emotional Intelligence (EQ) work
- Counselling
- SEND, speech and language skills and social skills investigations and/or referrals
- Clubs and revision sessions
- Safeguarding interventions
- Education Welfare Service
- CAMHS
- Brent Inclusion Team
- Toast club

Student's timetables and support will be revisited every 4 weeks to ensure that students are able to access the full-time mainstream setting as soon as possible

### **6.3 Alternative Provision**

On some occasions, particularly to support students with medical issues and mental health needs, the school will make sure to use alternative educational provision to support attendance issues. In these circumstances Kingsbury High School may use the following alternative provision facilities:

- Home tuition
- Ashley College
- The Pavilion
- Article 28 (on site provision)
- EdLounge – online study

## **7. Roles and responsibilities**

### **7.1 The Governing board**

- Are responsible for monitoring attendance figures for the whole school and they hold the headteacher to account for the implementation of this policy.

### **7.2 The Headteacher**

- Is responsible for ensuring this policy is implemented consistently across the school.
- Is responsible for monitoring school level data and reporting it to the governors.
- Supports staff in monitoring the attendance of individual pupils.
- Issues fixed-penalty notices, where necessary.

### **7.3 The Assistant headteacher (with responsibility for Behaviour and Attendance)**

- Is responsible for overseeing whole school attendance, for the whole school attendance strategy and for monitoring and evaluating school-level absence data and reporting it to governors.

- The assistant headteacher should also identify groups of students and implement interventions to improve absence.

#### **7.4 The Attendance Officer**

- Is responsible for operational day to day whole school attendance.
- Is responsible for checking attendance phone messages and emails AM/PM.
- Is responsible for logging illness on SIMS.
- Is responsible for sending texts out by 10 am and by 1.50 pm to parents' if students are absent and no parental contact has been made.
- Is responsible for monitoring attendance data at the school and individual student level.
- Is responsible for reporting concerns about attendance to the Assistant Headteacher.
- Works with the education welfare officer to tackle persistent absence.
- Advises the Assistant headteacher when to issue fixed-penalty notices.
- Completes the EPN forms and sends them to EWO.

#### **7.5 The Year Leader**

- Is responsible for monitoring persistent absence data daily during period 1.
- Is responsible for monitoring year group attendance.
- Is responsible for truancy.
- Is responsible for supporting and liaising with parents regarding the child's absences.
- Is responsible for completing RF1 forms and referring cases to the Educational welfare Officer.
- Arranges calls and meetings of parents of persistent absentees and students with attendance issues regularly.
- Discusses, refers and monitors cases with the Educational welfare officer bi - weekly.
- Works with education welfare officers to tackle persistent absence.
- Attend the AIM and PIM bi weekly to discuss cases.
- Supports referrals to Alternative provision.

#### **7.6 The Associate Stage leader/ Stage Leader**

- Is responsible for promoting positive attendance in assemblies.
- Is responsible for celebrating 100% student attendance within their stage.

#### **7.7 Class teachers/form tutors**

- Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Staff should encourage and promote positive attendance at all times.
- Should report attendance concerns to the relevant person/ team.

#### **7.8 Office, reception and student support staff**

- Office, reception and student support staff are expected to take calls from parents about absence and record it on the school system.

## 8. Monitoring arrangements

This policy will be reviewed every 3 years by the Assistant Headteacher with responsibility for Attendance. At every review, the policy will be shared with the governing board.

## 9. Links with other policies

This policy is linked to our child protection and behaviour policy

<https://www.kingsburyhigh.org.uk/behaviourpolicy>

<https://www.kingsburyhigh.org.uk/page/?title=Child+Protection&pid=167>

# APPENDIX 1 – Attendance Codes

The following codes are taken from the DfE’s guidance on school 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
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

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
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 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
<b>Unauthorised absence</b>		

<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

# APPENDIX 2 – Parental Attendance Guide

Good attendance at Kingsbury High School is considered 97% and above.

Every day of absence reduces a student's attendance by 0.5%.

If a child's attendance drops to 90% it reduces a child's chance of achieving 5+ 5-9 grades at GCSE from 81% to around 57%.

## What you need to do if your child is off school:

5. Ring the School as early as possible (MUST be before 9.30 am) on 020 8206 3000 or email [khsattendance@kingsburyhigh.org.uk](mailto:khsattendance@kingsburyhigh.org.uk).
6. Voicemail will offer 'Press 1 to report an absence'.
7. Please speak clearly and give your child's name, form and brief details of the reason for absence.
8. If the absence continues, please ring/email each day to reconfirm the ongoing absence.
9. On the day of return, please write an absence note.

## What we will do if your child is off school:

1. If we have not received a phone call by 9.30 am we will send an SMS text message to your mobile asking you to call or text a reason for the absence.
2. We will text and call, as a follow up, if your child is off for more than 2 days.
3. If the absence is longer than 3 days medical evidence will need to be provided.

## Persistent absence

It is a parent's/carer's responsibility to ensure their child is in school. If you fail to notify us of any absences, or your child is persistently absent we may report the concern to our safeguarding lead and report the matter to the Education Welfare Service.

- If your child's attendance drops below 95% we will issue a letter asking for an immediate improvement.
- If your child's attendance drops below 90% they will be considered to be persistently absent. Any further absence will be unauthorised and the Local Authority's Educational Welfare Officer (EWO) will begin investigations. Further absences at this rate of attendance will not be authorised unless medical evidence is provided from a GP.
- If absences do not improve with support then you may face a penalty fine or court order.

## Can I take my child out of school during term time?

We do not authorise holidays during term time. Any holidays taken during term time may result in a fixed penalty notice being issued to you.

## What if my child's attendance drops below 95%?

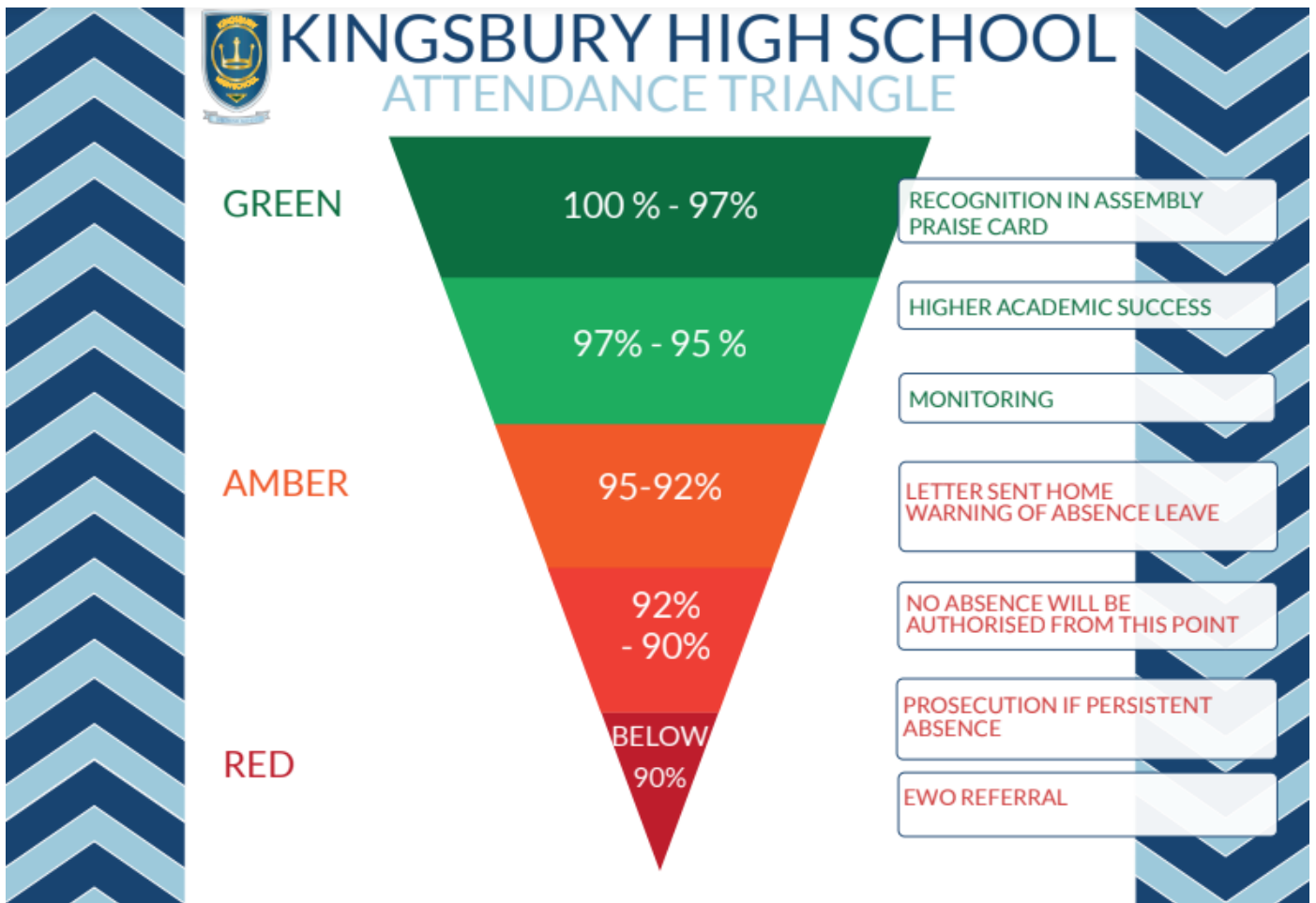
The School will be monitoring attendance more thoroughly and may not accept absences with proof (appointment cards, doctors' notes etc.)

## Checklist for managing absence

1. Is your child so ill that they need to be off school?
2. Contact the School as soon as possible (must be before 9.30 am)
3. Please reconfirm the absence if the illness persists
4. On the day of return provide a note
5. On a regular basis, check your child's attendance which is available on the SIMS app.



# APPENDIX 3 – Attendance Triangle



## APPENDIX 4 – 95% Letter

Currently we have concerns about «Forename»'s absences. We are therefore writing to inform you that there needs to be a significant improvement in «Forename»'s attendance otherwise the matter may be referred to the Education Welfare Service.

The concern we have is for one or more of the following reason:

- «Forename»'s Attendance has fallen below 95%
- «Forename» has had at least 3 Unauthorised Absence
- «Forename»'s punctuality to school has fallen below the School's expectations

As a school we have an expectation that, once we have notified a parent about our concerns, they will ensure that their child's attendance improves significantly. If a pupil continues to have poor attendance, we will discuss this with our Education Welfare Officer and, if appropriate, make a referral to Brent Education Welfare Service.


Of course, if you or «Forename» are having difficulties that impact on their attendance, we will work together to resolve the issue.

Please be aware that the Education Welfare Service may issue parents with a Formal Warning, an Education Penalty Notice (EPN) or decide to prosecute if their child is persistently absent with 10% or above unauthorised absence over a 16 week period. If you are issued with an EPN, you risk receiving a fine from Brent Council of £120 if paid within 28 days. This is reduced to £60 if paid within 21 days. Fines are also issued for unauthorised term time leave to each parent for each absent child. Failure to pay the notice may result in a parent being prosecuted for their child's non-attendance at school for the period in the notice.

A copy of the London Borough of Brent's Non-School Attendance, Education Penalty Notices, Local Code of Conduct is available to read on the school website at [www.brent.gov.uk](http://www.brent.gov.uk).

Yours sincerely

# APPENDIX 5- The Kingsbury Way




# The Kingsbury Way

# RESPECT



### SELF




- Arriving to school each day, on time, in correct uniform and with my equipment
- Being punctual to lessons
- Being resilient in the face of challenges and putting my best effort into all my work

### OTHERS



- Focusing in lessons so that everyone is able to learn
- Responding politely to staff and peers
- Behaving in a safe and responsible manner

### ENVIRONMENT



- Talking at a sensible volume around the building
- Putting litter in the bin, not expecting others to clean up after us
- Using facilities in a responsible manner

# APPENDIX 6 – Punctuality Report



## PUNCTUALITY REPORT

Click on Tools, Comment and Share to access additional features.

STUDENT NAME: \_\_\_\_\_ FORM: \_\_\_\_\_ REPORTING TO: \_\_\_\_\_ WHEN/WHERE: \_\_\_\_\_

	FORM TIME	P1	P2	P3	P4	P5
<b>MON</b>	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? ____ SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:
<b>TUE</b>	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:
<b>WED</b>	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:
<b>THU</b>	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:
<b>FRI</b>	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:	ON TIME? YES [ ] NO [ ] IF LATE, MINS LATE? SUBJECT: TEACHER: SIGNED:

## APPENDIX 7 – Off Role Procedure

	<b>Actions to be taken by Year Leader (all documentation &amp; correspondence to be passed onto Admissions Officer)</b>	<b>Actions to be taken by Admissions Officer</b>
<b>Student transferring school without moving address</b>	Obtain name of new school & start date, if known	<ol style="list-style-type: none"> <li>1. Confirm actual attendance at new school</li> <li>2. Take off-roll</li> </ol>
<b>Student moving address within the UK &amp; having a confirmed place at another school</b>	Obtain new address, name of new school & start date, if known	<ol style="list-style-type: none"> <li>1. Confirm actual attendance at new school</li> <li>2. Take off-roll</li> </ol>
<b>Student moving address within the UK, but not having a confirmed place at another school</b>	<ol style="list-style-type: none"> <li>1. Obtain new address</li> <li>2. Refer to EWO</li> </ol>	Take off-roll once confirmation received from EWO
<b>Student moving abroad</b>	<ol style="list-style-type: none"> <li>1. Obtain new address abroad, name of new school abroad &amp; copy of one-way travel ticket</li> <li>2. If all information received from (1) above, then               <ol style="list-style-type: none"> <li>a. inform the EWO, otherwise</li> <li>b. refer to EWO</li> </ol> </li> </ol>	If all information received, then <ol style="list-style-type: none"> <li>a. Take off-roll, otherwise</li> <li>b. Take off-roll once confirmation received from EWO</li> </ol>
<b>Home education</b>	<ol style="list-style-type: none"> <li>1. Obtain letter requesting home education from parent, fill out RF1 form &amp; obtain Headteacher's reply</li> <li>2. Inform the EWO</li> </ol>	Take off-roll once acknowledgement received from EWO

