



# KINGSBURY HIGH SCHOOL

## THE PARENTS' GUIDE TO ATTENDANCE

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:

1. Ring the School as early as possible (MUST be before 9.30) 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.
5. 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 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 safe guarding 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 the 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 without 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).
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.