

# **Kingsbrook School**

*'A unique service for unique young people'*

## **Attendance Procedure**

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### **Kingsbrook School**

Southburgh  
Thetford  
Norfolk IP25 7TJ

**31<sup>st</sup> August 2020**  
**Review: 30<sup>th</sup> August 2021**

# **Attendance Procedure**

## **Procedure Purpose**

The purpose of the procedure is to provide an agreed and consistently applied framework within which attendance at Kingsbrook School can be managed. The procedure aims to help ensure that all students attend both regularly and punctually and ensures that attendance matters are monitored and responded to. The procedure further provides for the active investigation and follow-up of all unexplained and questionable absenteeism.

## **Registers and Registration**

Registers are maintained in accordance with DFE and Local Authority guidance. Registration takes place between 9.00am and 9.15am. Students who arrive at the School after 9.16am will be classified as late and an entry to signify this will be made in the register.

## **Authorised / Unauthorised Absence**

All Students absences will be categorised as either authorised or unauthorised. An absence will only be authorised if a satisfactory explanation is received with the request from the Student's parent / carer. If no request and explanation is received or if the explanation is not deemed satisfactory then the absence will be categorised as unauthorised.

## **Procedures for Following-up Absenteeism**

All parents / carers are requested to ensure that if a student is absent from School they should contact the school as soon as possible – preferably on the first morning of any absence.

If a student has not arrived by the end of the period set aside for registration and no explanation has been received from the student's parent / carer then a phone call will be made by the member of staff responsible for student welfare to the

student's parent / carer in order to elicit the reason for the absence. If there is no response to the initial phone call further calls will be attempted during the day.

If a student arrives after registration and School staff have reason to believe that the student's parents / carer is unaware of the lateness then a phone call will be made by staff in order to make the parent / carer aware.

Should a parent / carer persistently fail to comply with the School's procedures on notification of absence the Head of School will write to that parent / carer in order to remind him / her of his / her responsibilities.

### **Procedures for Monitoring Attendance**

The Head of School will regularly inspect the registers in order to identify emerging patterns of absenteeism. Any such patterns will be discussed at team meetings and appropriate supporting strategies will be put in place.

Attendance can feature in a student's ILP and targets for improvement will, when necessary, be set.

It will be the responsibility of all the school staff to ensure that the importance of regular and punctual attendance is continuously stressed to the students and that appropriate supportive strategies are used with students who may experience attendance difficulties.

Staff at Kingsbrook will liaise with the homes manager and / or the social worker where appropriate, to ensure that support is given to parents/carers where necessary. In the event of persistent absences, a meeting will be called between all relevant agencies to discuss the issue and related concerns.

### **Strategies Used**

In Order to support students who may be experiencing attendance difficulties Kingsbrook staff will:

- Be alert to early signs of difficulties
- Ensure that there are clear channels of communication to the student's parent / carer
- Speak to the student individually
- Contact the parent / carer by phone or letter
- Record all such contacts on the student's file
- When necessary personally visit the student's parent / carer
- Invite the student's parent / carer to Kingsbrook
- Set clear ILP targets for improvement
- Monitor progress on a daily basis
- Offer encouragement / provide when appropriate
- Liaise with other services / agencies when necessary
- Consider the resource implications of taxi / lift support

### **Legal action to enforce school attendance**

Local councils and schools can use various legal powers if your child is missing school without a good reason:

Parenting Order

Education Supervision Order

School Attendance Order

Penalty notice

You can be given one or more of these orders but the council doesn't have to do this before prosecuting you.

### **Parenting Order**

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

### **Education Supervision Order**

If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

### **School Attendance Order**

You will get a School Attendance Order if the local council thinks your child isn't getting an education. You have 15 days to provide evidence that you've registered your child with a school or that you're giving them home education.

The order will require you to send your child to a specific school. If you don't, you may be prosecuted.

### **Penalty notice**

Instead of being prosecuted, you can be given a penalty notice. The penalty is £60, rising to £120 if paid after 21 days but within 28 days. If you don't pay the fine you may be prosecuted.

### **Prosecution**

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.