

INTRODUCING THE KHS ATTENDANCE TEAM

Deputy
Headteacher



Mrs Piercy

Attendance Welfare
Officer



Mrs J Allen

Attendance
Administration Officer



Mr B Conlin

Attendance
Administration Officer



Miss L McCarthy-
Dobson

1. School Attendance

We want every child at our school to have the best education possible. Attending school every day is crucial to the education of your child.

Having a good education will help to give your child the best possible start in life. Poor school attendance damages educational achievement and the future progress of your child. Promoting and supporting good attendance at school is essential to learning and attainment.

2. What Can Parents Do to Help?

Make sure your child comes to school every day and arrives on time. Begin these positive habits in Year 7, at the start of each term, and when your child is in good enough health to be in school.

- If your child is ever absent from school, you **must** tell us why. You can do this by contacting the KHS Attendance team.
- If your child is ill, you must contact the school on the first day of your child's illness.
- Authorised absences are still absences and will have an impact on your child's education.
- Authorised absences are only ever agreed in **exceptional circumstances**. Holidays will not be authorised, unless there are "exceptional circumstances" as detailed in our Attendance policy.

If your child is not attending school regularly, our Attendance Welfare Officer, Mrs Allen, may contact or visit you. It is important that you work with us to make sure that any attendance issues are resolved.

Failure to work with the Attendance Welfare Officer and our school may result in legal action. This could lead to a Fixed Penalty Notice being issued and the possibility of a fine. In very serious cases, the court may involve the probation service or request imprisonment.

For further information about Attendance, please follow the link to the [DfE Attendance Guidance for Parents and Carers](#).

3. What the School Can Do to Help

All School Staff will work with pupils and their families to **support parents** in helping them to meet their legal duty: to ensure that their child attends school regularly and on time. A **whole school attendance target of 96%** has been set for this academic year and various measures will be put in place to help work towards this. This may include calls, meetings, and plans to improve attendance.

The School has established an effective **system of incentives and rewards** which acknowledge the efforts of pupils to improve their attendance and punctuality. This also aims to **challenge** the **behaviour** of those pupils and parents who give low priority to attendance and punctuality.

4. Attendance Procedures & Reasons for Absence

Medical **appointments** of any nature **should be made outside of school time**. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment, they must do so.

Not all medical conditions require time out of school. If you need any advice regarding your child staying out of school, if they sustain an injury, have a medical condition that is not infectious, or if they are struggling with their mental health, please contact the Attendance team and they will be able to help you.

Please be aware that should your child call you to ask to be taken home, you should immediately call the school to confirm this. Communication between your child and yourself through private means does not constitute evidence or reason for a child leaving school.

