

Kingsbrook School

'A unique service for unique young people'

Attendance Procedure

Kingsbrook School

Southburgh
Thetford

Norfolk IP25 7TJ

30th August 2025

Review: 30th August 2026

Attendance Matters

Regular, consistent school attendance is vital in ensuring the best possible outcomes for children and young people. The structure, routine and predictability of the school day supports emotional regulation, meaning that worthwhile learning can take place. At Kingsbrook School, we acknowledge that for some students, there are significant barriers to school attendance. As a therapeutic provision, we are best placed to support students whose mental health or neurodiversity has previously prevented them from regular attendance.

Procedure Purpose

The purpose of the procedure is to define a clear and consistently applied framework within which attendance at Kingsbrook School is monitored and managed. The procedure aims to ensure that attendance concerns are monitored effectively and responded to in a timely fashion. The procedure further provides for the active investigation and follow-up of unexplained or persistent absence from school.

Responsibilities

Parents/carers

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.

School

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.

Have a named Senior Attendance Champion responsible. The SAC at Kingsbrook School is Lynne Westley

Registers and Registration

Registers are maintained in accordance with Department for Education and Local Authority guidance.

Morning registration opens at 09.00 and closes at 09.30.

Afternoon registration opens at 13.00 and closes at 13.30

The attendance code that is entered on the register reflects the attendance status of the student at the point of the register being taken.

Absence and Absence Reporting

All absences are categorised as either authorised or unauthorised. Parents/carers should either call or email to inform of an absence at the earliest opportunity.

If a student has not arrived before registration closes and no contact from parent/carer received, a welfare telephone call will be made to ascertain the reason for absence.

Safeguarding and Attendance

Persistent and/or unexplained absence from school is a safeguarding concern. If there are safeguarding concerns around a student's attendance these will be overseen by the school's Designated Safeguarding Lead. The DSL will follow the Kingsbrook School Attendance and Absence flow chart (appendix 1)

Monitoring Attendance

Attendance data is reviewed weekly to facilitate early intervention where attendance is becoming a concern.

For student's whose monthly attendance falls below 90% and it is viewed not to be a short-term drop, an attendance support plan will be devised to support an increase in attendance. Attendance support plans are devised in conjunction with parents/carers and the student concerned.

The Attendance Ladder (appendix 2) is used to highlight the impact of persistent absence upon a student's education.

Attendance data is shared with parents each term via the termly progress reports, or sooner if concerns arise.

Requests for Leave of Absence

- DfE guidance, Working Together to Improve School Attendance advises that schools should only grant a leave of absence during term time in exceptional circumstances.
- All requests for leave, including for medical appointments should be made in advance. Parents/carers requesting leave will be provided with an Application for Leave of Absence From School During Term Time form. The request will be considered and responded to by the Head of School.

Support First Approach

The key elements of improving a student's attendance are engagement, communication and support.

Kingsbrook School will:

- Actively engage with parents/carers and professionals regarding attendance matters.
- Communicate with parents/carers and professionals clearly, promptly and in a way that is accessible.
- Support students and parents/carers to improve attendance and signpost/refer to other services that may be available.

Legal Information

The Government threshold for legal intervention in attendance matters is 10 sessions of unauthorised absence within a rolling 10 school week period. The sessions do not have to be consecutive and may be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance the Local Authority retains the discretion to prosecute parents under section 444 of the Education Act 1996.

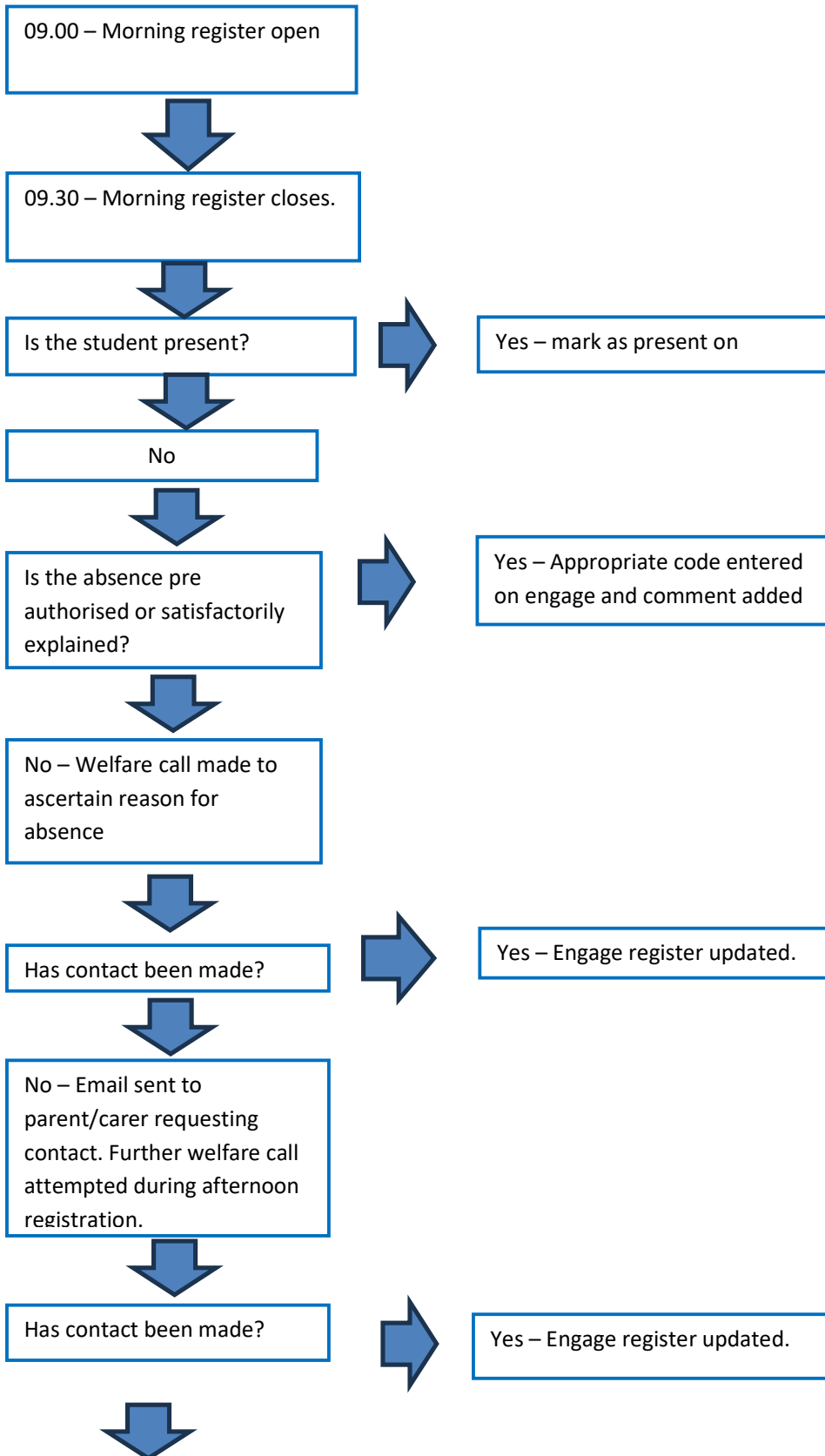
Parents/carers can access further information by contacting:

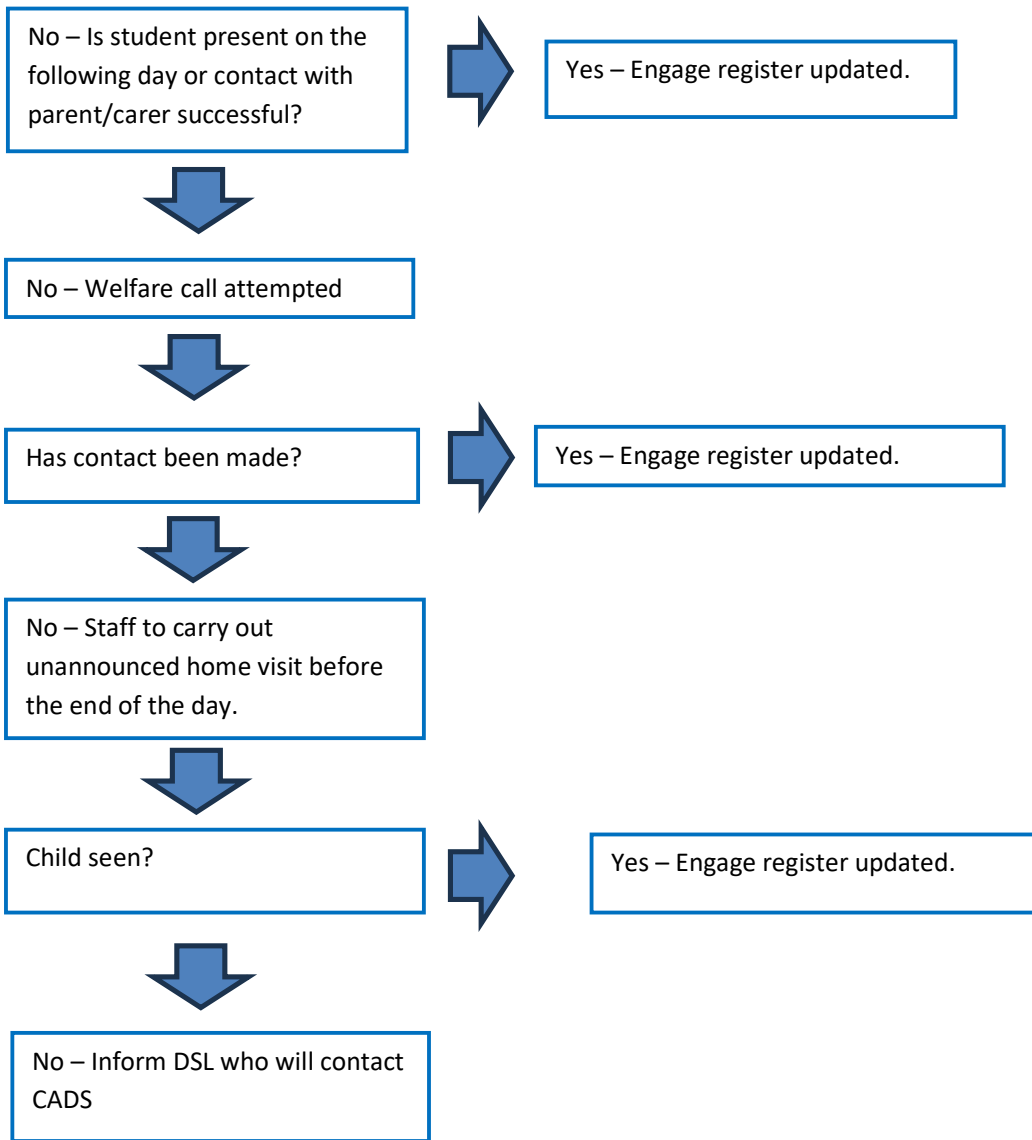
Lynne Westley: Pastoral Care Manager and School Attendance Champion.

E: lynnewestley@aspriscs.co.uk


T: 01953 852 303

Attendance and Absence Flow Chart





Attendance Ladder

 Kingsbrook School	Attendance Level	Number of days absent	Number of lessons missed	Learning time lost
Outstanding	100%	0	0	0
Excellent	98%	4	28	21 hours
Very Good	96%	7	49	37 hours
Good	95%	10	70	52.5 hours
Improvement Needed	90%	20	140	105 hours
Concerned	85%	29	203	152 hours
Very Concerned.	80%	40	280	210 hours