



KING JAMES'S SCHOOL
KNARESBOROUGH

TACKLING ATTENDANCE TOGETHER

Improving school attendance is everyone's business and, to tackle the challenge we face, we all need to work together.

The link between attendance and attainment is well known. Sporadic attendance impacts children's academic results, mental health, and resilience. Those who take an occasional day (or a week, or a fortnight) off school miss building blocks of knowledge. Catching up is a treadmill that becomes unmanageable and so learning is fractured.

We are keen to promote good attendance and support students in school therefore all our staff continually monitor attendance, liaise with parents/carers/students, and when there is an issue try and help to prevent further absences.

The target for all students is to achieve 100% attendance and punctuality, the minimum expectation is 96% for all students over the academic year.

It is a legal obligation for parents to send their children to school, there is a risk that students may get stuck in a vicious cycle; and may not understand the work covered while they have been absent so they may find it harder to catch up.

We are working exceptionally hard to respond to the challenges following the pandemic and the attendance barriers it has created.

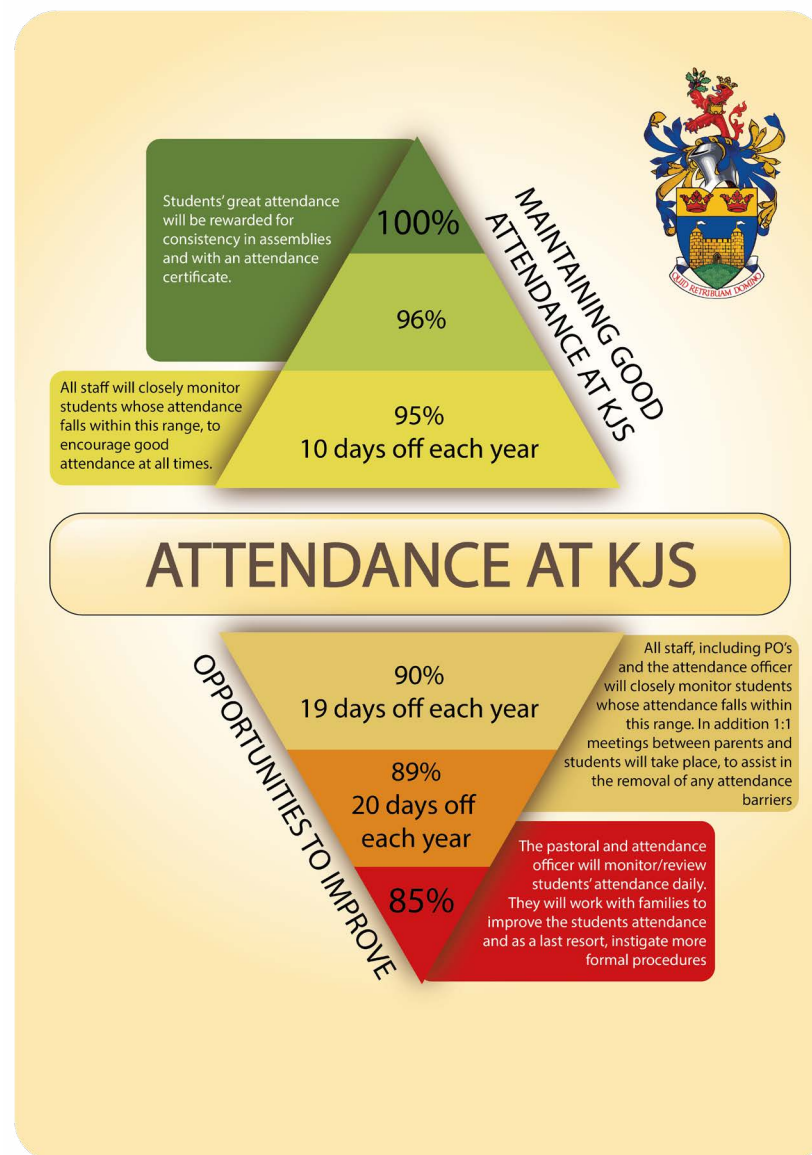
The Government has launched a national campaign to assist parents and carers, and help them understand the importance of school attendance and the value of a single school day. The goal is to create a positive communication and support between parents/carers and school, therefore emphasising the pivotal role attendance has in enhancing their child's overall wellbeing.

The intention of this guide is for parents to have access to accessible online resources and information to empower them with valuable insight and guidance to make the right decision for their child.

Staff are always happy to speak to students and help them catch up or understand anything they have missed. The attendance diamond helps to show when attendance becomes an issue, what may happen and the support that will be offered if a student continues to be absent from school.

L. Martin

ATTENDANCE MATTERS



AWARENESS - MAKING ATTENDANCE MATTER

Your child's attendance record can be viewed in MCAS and is updated daily. They also record their attendance in their planners at the start of each term.

If your child's attendance begins to fall below 96%, their tutor will start to monitor their attendance. If the tutor sees no improvements in your child's attendance, the Year Team and Attendance officer will begin offering additional support and assistance. At the end of each Learning Cycle, good attendance will be rewarded. When students return after an absence their tutor will have a catch up with them to support their return, and offer guidance on any missed learning.

Should your child have a medical condition, which may affect their attendance, a medical letter and any supporting evidence will be required.

A,B,C - Attendance in Tutor Time

A - Awareness

- Half Termly monitoring
- Students record YTD% in planner
- Parents receive a text containing YTD%
- Celebrate attendance through text and phone calls

B - Barriers

- Create a welcoming return
- Check in on their well being.
- Pass concerns to the year team if the tutor is unable to support

C - Catch up

- Remind and guide them about copying up
- Work together to try to prevent the 'gaps in understanding' becoming an issue

MONITORING & REPORTING ATTENDANCE

TEXT MESSAGE/EMAIL

If no absence report from parents is received and logged on the school system. - Sent Daily

PHONE CALL HOME/ FOLLOW-UP EMAIL

If additional unauthorised absences are recorded, the school will make contact via phone calls and additional emails

ATTENDANCE MEETING

When concerns continue around your child's attendance, the Pastoral team/Attendance Officer will invite you to an attendance meeting and additional agencies may be invited where deemed appropriate
Reviewed regularly for improvements

ENFORCE

If there is no improvement to the students attendance, formal letters will be sent. A meeting with the schools Attendance officer and a KJS Governor will be organised.

LEGAL ACTION

When all other avenues have been exhausted, support is showing no improvement and families are not engaging, attendance issues will be raised up to North Yorkshire Council. The final decision will be theirs.
Refer to Information for Parents on Rights and Responsibilities relating to school attendance.

The school expects all students to achieve 100% attendance with a minimum expectation of 96%.

When student attendance becomes a concern the school has interventions which can be put in place and support provided.

LISTEN AND UNDERSTAND

This is where you will be able to discuss any KJS attendance barriers your child may be facing or issues at home.
Meetings/home visits arranged.

FORMALISE SUPPORT

- A support plan developed to help remove any attendance barriers
- Year Team and Tutors monitoring attendance over a set period
- Targets put in place

CONTINUED SUPPORT

- Home visits
- Meetings in school to revisit support
- Discover any additional barriers and provide any further interventions from external agencies, such as Early Help, Wellbeing in Mind etc.
- Monitored over an agreed set period
- 1-1 sessions

COMMUNICATION - SUPPORTING TOGETHER

It can be difficult deciding whether or not to keep your child off school when they're unwell. Normally, it is usually appropriate for parents and carers to send their children to school with mild illnesses. However, for any uncertainty the NHS has provided guidance which can be found at the [end of the booklet](#).

If your child is dealing with any mental health concerns surrounding their attendance, the school is well equipped to address these. Children can access mental health resources via the school website. The school also works with the NHS 'Wellbeing in Mind Team' to provide additional professional support where appropriate.

The school must be notified of, and be kept updated on, any unplanned absences, or planned absences, your child might need to take from school. It is King James's School policy that the school must be updated on a child's illness each morning that they are absent.

- Let the school know in advance if your child is going to be absent or if you have concerns about your child's attendance or school performance.
- Provide medical evidence to the Pastoral Team such as texts, letters etc. where medical verification is available for pupil's absences.
- If your child does not want to go to school, find out why and work with King James's staff and your child to address any concerns and worries.
- If you notice your child is avoiding a particular class or is having a difficult time in one subject area, discuss this with your child and their Form Tutor.
- To prevent your child from developing a behaviour of avoidance in school when things become difficult, contact King James's for help so we can support your child or family.
- Make sure your child knows you do not approve of them being late or absent. Talk to your child about issues that may be making them late for school and communicate any concerns with King James's School.
- Please don't give up, there are many options for supporting your family and child with their attendance. Both from King James's Staff or external agencies.
- Please refrain from making appointments at the doctors or dentist etc during the school day.
- Please do not take holidays during term time – these will be recorded as 'unauthorised absence'. Unauthorised absences may result in penalties under the Education Act 1996. Headteachers can no longer allow leave of absence during term time unless there are exceptional circumstances.

REPORTING STUDENT ABSENCES



PLANNED ABSENCE e.g Medical Appointment

Navigate to the Absence Reporting Form on the school website.
Make sure absences are booked out of school time where possible



UNPLANNED ABSENCE e.g Illness

Navigate to the Absence Reporting Form on the school website.
Make sure the form is completed every morning the student does not attend school



PLANNED EVENT e.g planned event

Navigate to the attendance page on the schools website
Complete 'Application for leave of absence form'
The decision will be passed to the headteacher to be authorised or rejected.

**** Please do not take holidays in term time, these will be unauthorised.**

ONLINE SUPPORT AROUND SCHOOL ATTENDANCE BARRIERS

MENTAL HEALTH

- SCHOOL ANXIETY | 5 ideas for supporting children who are struggling to attend school - [YouTube](#)
- 4 ideas for supporting a child with anxiety - [YouTube](#)
- Parents Helpline | Mental Health Help for Your Child | - [YoungMinds](#)
- Supporting A Child With Anxiety | Tips & Advice - [YoungMinds](#)
- Parents Survival Guide | Mental Health Support | - [YoungMinds](#)
- Box Breathing Technique - simple strategy to calm anxiety - [YouTube](#)
- Information for young people on dealing with anger | [Mind, the mental health charity – help for mental health problems](#)
- Home - Stop.Breathe.Think - [stopbreathethink.org.uk](#)

DEPARTMENT OF EDUCATION GUIDANCE

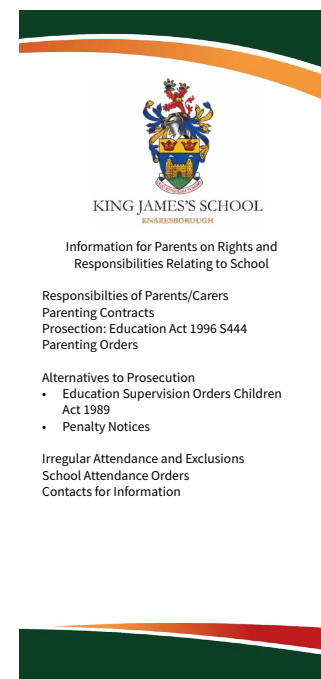
- [Working together to improve school attendance](#)
- [School behaviour and attendance: parental responsibility measures](#)
- [Is my child too ill for school? \(NHS\)](#)
- a-parents-guide-to-keeping-kids-healthy-this-school-year - [ukhsa.blog.gov.uk/2023/09/08](#)

BEHAVIOUR SUPPORT

- Learning from angry, aggressive or anxious meltdowns using the ‘5 Whys’ approach - [YouTube](#)
- Angry Outbursts: using anger rules to keep children (and us) safe - [YouTube](#)
- Pooky Ponders: Why do some kids misbehave? [Meic Griffiths - Creative Education](#)
- Window of Tolerance - a simple tool for emotional regulation - [YouTube](#)
- How can I manage my teenager’s challenging behaviour? - [Support for Parents from Action For Children](#)
- How do I set house rules for my teenager? - [Support for Parents from Action For Children](#)
- How to deal with school refusal - [ReachOut Parents](#)
- What is school refusal and what can I do about it? - [actionforchildren.org.uk](#)

LEGAL REQUIREMENTS

Parents whose children are registered at a school or other educational establishment are then responsible for ensuring that they attend punctually, regularly, stay there as required and follow the school’s rules with regard to behaviour. If parent/ carer(s) fail to ensure this, there are a number of options open to the Local Authority and schools to secure an improvement in the child’s behaviour and attendance and support parents to achieve this.



A parent’s failure to ensure the regular attendance of their child at school is a criminal offence. The LA has the power to prosecute for this offence in the Magistrates’ Courts under s444 (1) Level 3 offence or (1A) Level 4 offence of the Education Act 1996. On conviction, parents can be fined up to £1000 (1) or in the case of an “aggravated” offence (1A) they can be fined up to £2500 and may also be liable to a custodial sentence of up to 3 months or a Community Order.

If a parent fails to ensure their child’s regular attendance at an alternative provision the LA also has the power to prosecute them in the Magistrates’ Courts. In this case the parent must first have been given notice in writing of the requirement of their child to attend the alternative provision.

If you like anymore information please refer to the Information for Parents on Rights and Responsibilities Relating to School Attendance, see opposite



IN PARTNERSHIP WITH



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