KLB School's Attendance Stages

Universal	Stage 1 - Additional	Stage 2 - Intensive	Stage 3 - Specialist	Stage 4 - Legal Intervention
A whole school approach to identifying needs and improving barriers. *A whole school approach to encouraging good attendance.*	*Stage 1: Early Intervention* *Attendance threshold: 93% (or isolated emerging patterns.* *A holistic approach to all unmet needs and struggles with attendance.* *Early intervention and engagement with children who have low attendance.*	*Stage 2: Emerging Concerns (Level 2 Additional Needs)* *Attendance threshold: 85%-90% (at risk of persistent absence)* *A multiagency and collaborative approach to understanding and meeting needs.* *Intensive intervention to help improve persistent absence.*	*Stage 3: Intensive Targeted Intervention (Level 3 Intensive Early Help)* *Attendance threshold: below 85% (persistent absence / severe attendance concerns)* *An intrinsic link between our attendance stages and Gloucestershire's Levels of Intervention.* *Specialist support and intervention. The start of the legal process.*	*Stage 4: Local authority intervention for a notice to improve or fixed penalty notice.* *Attendance threshold: below 50% (persistent absence / severe attendance concerns)* *10 or more sessions of unauthorised absence in 10 weeks.*

Universal		
A whole school approach to identifying needs and improving barriers. ***A whole school approach to encouraging good attendance.***		
This is for all children who attend school regularly. At this stage, intervention and support will be what is offered to all children at the school. Everyone involved in the child's life will have a part in helping to encourage and recognise good attendance. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.		
School should…	**Parent/Carer should…**	**Child should…**

• Create a safe and supported environment where children feel able to attend school.
• Have clear attendance policies in place.
• Provide attendance data to parents through Class Charts.
• Ensure contact is made with home when a child is absent.
• Provide support for parents and children in information evenings.
  ○ Information around working together to improve school attendance at information evenings
  ○ Attendance support stands at parents' evenings
  ○ Guidance given on the school website around school attendance
• Provide a range of opportunities for children to engage with in school to encourage positive mental wellbeing.
• Provide a strong personal development programme during tutor time, to encourage good school attendance.
• Have regular staff training around working together to improve school attendance.
	• Parents should encourage daily school attendance during term time.
	• Section 7 of the Education Act 1996 sets out the legal duty for parents to ensure their child of compulsory school age receives a full-time, efficient, and suitable education.
	• Contact school with any absences on the school number 01453 842227 or via email attendance@klbschool.org.uk.
	• Encourage positive routines at home, including mobile phone use, bedtime routines and morning routines.
		• Attend school daily during term time.
		• Attend all tutor times and lessons during the school day.
		• Arrive at tutor and lessons on time.
		• Engage with extra-curricular activities to promote positive wellbeing.
		• Seek out support from staff in school when needed.

<table>
<tr><th colspan="3"><u>Stage 1 - Additional</u></th></tr>
<tr><td colspan="3">Attendance threshold: 93% (or isolated emerging patterns)
A holistic approach to all unmet needs and struggles with attendance.
Early intervention and engagement with children who have low attendance.</td></tr>
<tr><td colspan="3">If a student's attendance falls below 93% at the end of a term (below 90% term 1); this could be due to authorised or unauthorised absence, a letter will be sent informing parents of their child's current attendance. The aim of the letter is to ensure parents are aware of their child's school attendance and, where necessary, prompts parents to contact school to discuss any barriers which may be preventing their child from attending regularly. Review period 4-6 weeks. 4+ unauthorised sessions or attendance below 90% during the review period will result in the student moving to Stage 2.</td></tr>
<tr><th>School should…</th><th>Parent/Carer should…</th><th>Child should…</th></tr>
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Send a letter informing parents of their child's current attendance.
Offer the parent to get in touch for support with improving their child's school attendance.
Provide early intervention which could include:

A key adult to support their child
TIC Buddy
Support mentor
Tutor mentoring
Information shared with staff to support the child
Regular communication with parents.
Small classroom adjustments e.g. seating arrangements, class participation, testing conditions, modifying homework expectations.
Mediation where particular subjects are an issue.
Rewards linked to improvement.

Tutor check in following absence to offer support with the child's return.
Complete a My Journey with the child, in line Gloucestershire's Graduated Pathway.

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Attend the school's "Working Together to Improve School Attendance" virtual evening.
Inform the school of any concerns regarding their child's school attendance to get support.
Access https://www.themix.org.uk/ to explore support and webinars.

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Complete a My Journey, in line with Gloucestershire's Graduated Pathway, with a key adult.
Talk with a trusted adult in school about any worries that could be impacting school attendance.
Engage with any support being offered.

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Stage 2 - Intensive		
Stage 2: Early Support & Emerging Concerns (Level 2 Additional Needs) ***Attendance threshold: 85%-90% (at risk of persistent absence)*** ***A multiagency and collaborative approach to understanding and meeting needs.*** ***Intensive intervention to help improve persistent absence.***		
When a child's attendance falls below 90%, the Attendance Officer or Head of Year meets with the student and parent for an attendance support meeting (ASM). The aim of the ASM is to identify any barriers which may be preventing the student from attending school regularly and to ensure the correct support is in place. Review period 4-6 weeks. 4+ unauthorised sessions or attendance below 85% during the review period will result in the student moving to Stage 3.		
School should…	**Parent/Carer should…**	**Child should…**

• Invite parents for an attendance support meeting (ASM) to explore barriers to school attendance for the child.
• Explain the legal processes to parents should attendance not improve and a child moves to Stage 3.
• Set up a My Plan for the child, with attendance specific targets.
• Signpost parents to agencies.
• Discuss the child at triage to explore interventions that could be appropriate for the child.
• Intensive intervention could include:
  ○ "Soft Start" Sanctuary Hub
  ○ Reduction in timetabled lessons
  ○ Safe Space card
  ○ SEND assessments
  ○ ELSA (Emotional Literacy Support Assistants) group support.
  ○ Supported return to key lessons.
  ○ Referral to Young Minds
  ○ Referral to the school nurse
	• Attend an attendance support meeting (ASM) to explore barriers to school attendance for the child.
	• Support child with identifying barriers to school attendance.
	• Read books such as "What to do when you worry too much" by Dr. Dawn Huebner with child to support them with improving their school attendance.
	• Explore external agencies signposted by school such as:
	  ○ Let's Talk Well
	  ○ Let's Talk Well - Interact
	  ○ Off The Record
	  ○ Young Gloucestershire
	• Attend online webinars from charities such as Let's Talk Well
	  ○ The Teenage Experience
	  ○ Exam Stress and Anxiety
	  ○ Self Harm Explained
	• Seek support from a medical professional regarding any concerns around their child's physical and mental health.
	• Explore external charities for support groups - www.quarrychapel.org.uk
	• Access support in South Glos for parents with children with a neurodiversity diagnosis and attend parenting course: https://www.turtlecyp.co.uk/welcome-to-turtle-cyp/cygnet/how-to-access-cygnet/
		• Attend a ASM meeting with a member of the pastoral team to help identify barriers and put a plan in place for support.
		• Talk about concerns and barriers to school attendance to help the school create a My Plan.
		• Access online support agencies such as LetsTalkWellChat on their website or YMM Chat by texting 07480635723.
		• Engage with intervention and support from external agencies.

Stage 3 – Specialist		
Stage 3: Intensive Targeted Intervention (Level 3 Intensive Early Help) ***Attendance threshold: below 85% (persistent absence / severe attendance concerns)*** ***An intrinsic link between our attendance stages and Gloucestershire's Levels of Intervention.*** ***Specialist support and intervention. The start of the legal process.***		
Medical evidence will be requested before further absences due to illness can be authorised. Katharine Lady Berkeley's school do not routinely ask parents to provide medical evidence for absences but we have to be able to justify high levels of authorised absences. Parents are asked to attend an Attendance Improvement Meeting (AIM) with attendance officer and senior leader in charge of attendance. Review period 4-6 weeks. A total of 10 unauthorised sessions or an attendance of under 50% will result in a request to the local authority for legal proceedings.		
School should…	**Parent/Carer should…**	**Child should…**

• Invite parents in to school for an Attendance Improvement Meeting (AIM) which is the start of the legal process.
• Ensure a policy is in place for "Children with Health Needs Who Cannot Attend School" is in place.
• Complete a My Assessment with the family.
• Set up a My Plan Plus for the child.
• Make a referral to social care for children who's attendance falls below 50% and school have concerns regarding the child.
• Make a referral an agency for support with the child. These could include:
  ○ Referral to the Advisory Teacher Service
  ○ Referral to Education Inclusion Service
  ○ Referral to Youth Support Service
  ○ Referral to Early Help
• Consider a reduction in school hours with a part time timetable to support with attendance, following guidance from a medical professional.
	• Attend an Attendance Improvement Meeting (AIM) which is the start of the legal process.
	• Provide medical evidence for any absence to enable the school to authorise the absence.
	• Attend and engage with TAF meetings with professionals involved with the family.
	• Sign up for courses with the Triple P - positive parenting program.
	• Parents to attend Young Mind Matters Parent-Led CBT programme to support child with barriers with education.
	• Complete a My Assessment with school.
	• Attend parent 1:1 support for children with neurodiversity https://platypustraining.org/
		• Attend an Attendance Improvement Meeting (AIM) where targets around attendance will be agreed with the child and school.
		• Talk about concerns and barriers to school attendance to help the school create a My Plan Plus.
		• Attend meetings with school and professionals to support.

Stage 4 - Legal Intervention
Stage 4: Local authority intervention for a notice to improve or fixed penalty notice. ***Attendance threshold: below 50% (persistent absence / severe attendance concerns)*** ***10 or more sessions of unauthorised absence in 10 weeks.***
○ Request for legal proceedings: ○ Section 444(1) Education Act 1996 – If the student is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000. ○ Section 444(1A) (Parent knowingly fails to secure regular attendance at school of registered student) In this case a fine of up to £2,500 may be imposed and/or a term of imprisonment not exceeding 3 months. ○ At this stage, a notice to improve would be issued to parents: ○ Parent means: All natural parents, whether they are married or not; Any person who has parental responsibility for a child or pupil; Any person who has day to day care of a child or pupil i.e. lives with and looks after the child. ○ Failure to improve child's attendance following this, parents will be issued with a school attendance fixed penalty notice (FPN) which costs £80 if paid within 21 days, rising to £160 if paid within 28 days ○ A referral to social care for educational neglect will be done by school.