



Kehelland, Camborne, TR14 0DA  
Website: [www.kehellandschool.co.uk](http://www.kehellandschool.co.uk)  
Phone: 01209 643143  
Email: [kehelland@tpacademytrust.org](mailto:kehelland@tpacademytrust.org)

Head Teacher: Mrs Ellie Watkins

Wednesday 7<sup>th</sup> February 2024

Dear Parents/Carers and Families,

As I mentioned in the newsletter last week, our attendance policy and approach is changing in line with the Trust approach and national government guidance. It is important to note that poor attendance is a Safeguarding issue. Please find attached the new policy and parent guide.

The key things for you to be aware of are:

- Attendance is now tracked based on broken weeks as well as a percentage. If a child has more than three broken weeks attendance in a half term, or more than 5 in a term we will initiate the attendance support process. This is a supportive measure to ensure both home and school are doing all they can to help children reach the 96% target.
- If attendance does not improve, we will refer the matter to our Trust attendance lead and the local authority. They may issue a fine after more than 10 unauthorised sessions (5 school days), prosecute parents, give parents a legal order and refer the matter to the local authority and provide a social worker/representative to ensure children are not persistently absent. They may use any combination of these methods to ensure children attend school. Persistent absence is LESS THAN 90% across a year.
- Late children **CAN NOT** be dropped outside the school gates. Parents must now **SIGN THE LATE BOOK each day their child arrives after 8.45am through the front office. Children that arrive after 8.55am WILL BE COUNTED AS AN UNAUTHORISED ABSENCE.**
- We are here to help you and your family as best we can to make sure children attend school and that lines of communication are as open as they can be.
- Parents need to telephone the school office every day of their child's absence – not just on the first day. If you do not ring us by 8.30am we will ring you. **If we cannot make contact we must, for safeguarding purposes, carry out a home visit the same day.**
- Doctors/dentist/medical appointments **MUST** be made outside of school hours. We require evidence of appointments in school time for them to be counted as an authorised absence. Please note however, the absence percentages **INCLUDE** authorised absences.

We understand that these may be some significant changes, however, these are set out by the Government and Department for Education because attendance is such an important and essential part of school life. The Government make it very clear that evidence shows children with poor attendance do far worse academically, socially and emotionally than those children with good attendance. Poor attendance also indicates Safeguarding causes for concern, and as such the issue is an important one. We will do our best to support families with



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attendance and look forward to working together in a collaborative and supportive approach. Full details can be found in the new policy which is attached. If after reading it, you have further questions, then please do get in touch with Mrs Watkins or Miss Young in the office.

Best wishes

Mrs Ellie Watkins

Headteacher



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