



Attendance Support Guide at the Kingsbury Green Academy:

Welcome to our Attendance Support Guide, designed to help parents understand how we:

- Celebrate and reinforce excellent attendance
- Identify and support attendance concerns early
- Collaborate on plans that keep every child engaged

Next Steps for Parents

1. Review your child's attendance on Arbor each term.
2. Contact the Attendance Officer with any concerns.
3. Work in partnership with us to keep your child engaged, supported, and thriving.

Together, we'll celebrate successes and tackle challenges so every student can reach their full potential!

Attendance Categories at a Glance

Symbol	Category	Attendance Range	What It Means
	Excellent Attendance	95% and above	Keep up the great work!
	Satisfactory Attendance	90% – 94%	Watch closely
	At-Risk Attendance	85% – 89%	Early support needed
	Concerned Attendance	75% – 84%	Extra help in place
	Severe Non-Attendance	Below 75%	Statutory steps taken

Category 1: Excellent Attendance (95%+)

Trigger:

- Attendance of 95% or higher each term

What We Do:

- Verbal praise in class & assemblies
- Termly certificates presented
- Positive email home from the Form Tutor
- Entry into prize draws and special rewards


Category 2: Satisfactory Attendance (90%–94%)

Trigger:

- Termly attendance between 90% and 94%

What We Do:

- One-to-one chat with the Form Tutor and email home
- Supportive letter from our Attendance Officer





-  Formal warning letter if attendance stalls

Category 3: At-Risk Attendance (85%–89%)

Trigger:

- Year-to-date attendance between 85% and 89%

What We Do:





-  School Attendance Meeting to pinpoint barriers (E.g. Transport)
-  School Attendance Meeting to set SMART attendance targets
-  School Attendance Meeting to create a documented action plan for the family and School.
-  Weekly check-ins with Head of Year

Category 4: Concerned Attendance (75%–84%)

Trigger:

- Year-to-date attendance between 75% and 84%

What We Do:





-  School Attendance Meeting 2 with relevant staff at School – e.g. SENCO/PP Lead
-  School Attendance Meeting 2 where SMART targets & Action Plan reviewed and redefined.
-  Weekly monitoring plus daily morning check-in with the Pastoral Team
-  Link with external agencies (e.g. CAMHS, WHMST, Spurgeons & The Family Hub)

Category 5: Severe Non-Attendance (Below 75%)

Trigger:

- Attendance below 75% at any point

What We Do:

-  Refer to the Education Welfare Officer for statutory processes (e.g., Education Supervision Order)
-  Issue formal warning letters with legal implications
-  Liaise on court summons if no improvement
-  Bespoke, phased reintegration roadmap