

Timings and Attendance

The KHNES Day:

Time	Period	Aspect
08:45 – 09:00	Morning registration	PiXL Edge
09:00 – 09:50	1 (50)	Lesson 1
09:50 – 10:40	2 (50)	Lesson 2
10:40 – 10:55	BREAK	
10:55 – 11:15	Reading	Reading/Phonics & Reading interventions
11:15 – 12:05	3 (50)	Lesson 3
12:05 – 12:55	4 (50)	Lesson 4
12:55 – 13:40	LUNCH	
13:40 – 13:50	Afternoon registration	Assembly/Student voice, reflection journal
13:50– 14:45	5 (55 min)	Lesson 5

Attendance

Bespoke programmes are designed to enable your child to access education. Any reduction in full time education will be agreed with the professionals involved in the care of your child. We would like to take the opportunity to highlight attendance as a critical factor in success. If you feel your child is too unwell to attend regularly please contact your Hub Manager to discuss arrangements. Please avoid unauthorised absences.

- Regular attendance is vital to help students achieve and get the best possible start in life
- Students who frequently miss lessons often fall behind
- There is a strong link between good attendance and achieving good results.

Days off add up to lost learning

190 service days in each year	10 days absence	180 Service days in each year	19 days absence	171 Service days in each year	29 days absence	161 Service days in each year	38 days absence	152 Service days in each year	47days absence	143 Service days in each year
100%	95%	90%	85%	80%	75%					
GOOD Best chance of success		WORRYING Less chance of success – makes it harder to make progress				SERIOUS CONCERN Seriously impacts on learning and success				

Processes and Expectations

Our expectation as a Service is that pupils should attend for all of their agreed timetable. If the timetable needs to be adapted for medical reasons, then this can be done in consultation with medical professionals. Where proportionate attendance falls below the 95% benchmark with no medical reason, the following action will be taken;

- The Hub Manager will investigate and notify The Assistant Headteacher of concerns. The Hub Manager will contact parent/carer particularly if a pattern is forming that causes concern. If appropriate, medical evidence will be requested.
- Below 95% attendance – Attendance warning/monitoring letter will be sent requesting a meeting with parents/carers.
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

Lateness

At KHNES the register is taken at 08:45 am and again at 13:40 pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. On each occasion the registration window remains open for 15 minutes.

Pupils arriving after the registration window has closed will be marked as *late after registration*, and this will count as an unauthorised absence. Frequent lateness after the register has closed will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Proportionate Attendance

Due to health issues many pupils may be on part time timetables. These must be agreed by the Hub Manager and the Local Authority is informed. Where a part time timetable is in place, if the pupil attends all the agreed sessions, then proportionate attendance will be 100%.

Holidays in Term Time

Families need to be aware of the government regulations regarding booking holidays during term time. As a general rule holidays in term time are unlikely to be authorised. Unauthorised absence can lead to legal action and fixed penalty fines.

Illness

If your child is unwell and unable to come to service that day, we request that you contact the service by telephone between 8.30am and 9.00am. This will avoid unwanted communication from the service and allow us to authorise the absence where appropriate.

If a student is ill during the day at the hub they will be assessed by a first aider and cared for by the hub team. If there is no improvement we may ask a parent/carer to come and collect them. In cases of serious illness or accident an ambulance will be called.

It is very important that we have an emergency contact number where a parent/carer, or a nominated relative, can be reached during service hours.

Please keep the service up to date with changes in contact details.

Please inform the Service immediately if you or a member of your family either have, or are in contact with, any childhood infectious diseases such as Chickenpox, Measles and Mumps. We frequently have children here who have weak immune systems making them extremely vulnerable should they have contact with such illnesses.

Where a pupil has been absent due to vomiting or diarrhoea NHS guidance should be followed and students should be 48 hours clear of symptoms before returning.