



## KINGSBRIDGE COMMUNITY COLLEGE

Balkwill Road, Kingsbridge, Devon TQ7 1PL

Tel: 01548852641

Principal: Tina Graham

CEO: Matthew Shanks

[www.kingsbridgecollege.org.uk](http://www.kingsbridgecollege.org.uk)

Dear Parents and Carers,

Attendance to college is critical for student success and our aim must be for all students to be in college all of the time. We recognise that all children will have periods of ill health and that short periods of college absence are inevitable.

In the event of absence:

- Parents are expected to contact the college to notify of any absence for **each day** of absence by 8:30am
- This can be done by phoning 01548 852641 and dialling 2 on request, or by emailing: [attendance@kingsbridgecollege.org.uk](mailto:attendance@kingsbridgecollege.org.uk)
- Please state clearly your child's name, tutor group, the reason for the absence
- There is no facility to reply to push notifications on Bromcom

We recognise that the educational journey for young people can be very complex and that there may be a number of factors that contribute towards their attendance. We want to provide the best possible support for all of our students, enabling them to feel safe and supported in college.

### My child is absent due to ongoing health concerns/conditions

For some young people, there are added challenges of ongoing medical health conditions that are both mental and/or physical.

Below is a table that demonstrates the amount of missed learning when students are absent from college. We know that there is a direct correlation between a young person's attendance and students achieving their academic potential. For every 5% of non-attendance, it is thought to impact on a young person's academic achievement by up to half a GCSE grade.

Description	Attendance %	Days attended	Number of days absent	Hours of lost learning
Excellent	97 - 100%	184+	0 - 6	0 - 30
Good	95 - 97%	180 - 184	6 - 9.5	47.5 - 60
Cause for concern	90 - 95%	171 - 180	9.5 - 19	60 - 95
Serious cause for concern	87 - 90%	165 - 171	19 - 25	95 - 125
Critical	-86%	163	26.5 +	132+

Attendance below 90% is known as persistently absent. In the first instance, it may be a requirement to present medical evidence for all periods of absence including GP consultation slips, appointment slips and hospital letters. Should a student be persistently absent for a sustained period of time, the circumstances will be discussed with the Attendance Inclusion Officer. In extreme cases it may lead to prosecution by the Local Authority.

The My Child at College/Bromcom portal enables direct access to your child's attendance. The Attendance Widget displays the attendance for the current day, opening this widget will display the attendance for the academic year, with a pie chart of statistics to support you to closely monitor your child's attendance.

### Holidays and avoidable absences during term time

As of September 2013, an amendment to the Education (Pupil Registration) (England) Regulations 2006 came in to force and greater clarity was introduced to the issue of colleges authorising absence requests. These changes reinforced the Government's view that every minute of every college day is vital and that students should only be granted authorised absences by the Head Teacher in "exceptional circumstances". A family holiday is not normally considered by the Government to be an "exceptional circumstance" and, therefore, cannot be authorised by the college.

If you feel 'exceptional circumstances' apply to you, it is a requirement that you complete a S2 request for absence form. This can be found on the college website:

<https://www.kingsbridgecollege.org.uk/610/request-for-absence>

I am obliged to remind you, that should you choose to take your child out of college without the authorisation of the college, then Parental Responsibility Measures could be instigated. This could mean receiving any of the following:

- A Penalty Notice (assuming one has not been issued in the past 2 years)
- A summons to the Magistrate Court which could result in a fine of up to £2,500 and/or a term of imprisonment for up to 3 months

Colleges are required to notify the Local Authority if a student has a number of unauthorised absences. Unauthorised absences can be acquired when:

1. Leave has been requested, but the circumstances are such that the college is unable to authorise the leave and it is taken anyway.
  2. Leave is not requested and/or the college has grounds to believe that the child has been taken out of college for an avoidable reason (example – a family holiday).
  3. A child continually arrives late after the registration period has closed, for KCC this is at 9:20am.
- This college notifies the Local Authority in all of the circumstances listed above.

We understand the disappointment that the refusal of a leave request may cause and we apologise, but as you can appreciate this policy represents the colleges responsibility and commitment towards providing your child's education and supporting their future life chances. We hope you will support us by ensuring that your child obtains the maximum benefit from their time at college by attending punctually for college.

As a college, we always want to take a positive and proactive approach. Should you feel that your child requires further support please do not hesitate to contact the appropriate Inclusion Lead to see how we can help at the earliest possible opportunity.

Year 7: [Kirsty.Richards@kingsbridgecollege.org.uk](mailto:Kirsty.Richards@kingsbridgecollege.org.uk)

Year 8: [Sue.Parry@kingsbridgecollege.org.uk](mailto:Sue.Parry@kingsbridgecollege.org.uk)

Year 9: [Chris.Drew@kingsbridgecollege.org.uk](mailto:Chris.Drew@kingsbridgecollege.org.uk)

Year 10: [Jo.Tasker@kingsbridgecollege.org.uk](mailto:Jo.Tasker@kingsbridgecollege.org.uk)

Year 11: [Fiona.Lee@kingsbridgecollege.org.uk](mailto:Fiona.Lee@kingsbridgecollege.org.uk)

Assistant Principal Attendance and Transition: [Tom.Chisholm@kingsbridgecollege.org.uk](mailto:Tom.Chisholm@kingsbridgecollege.org.uk)

Assistant Principal Behaviour and Attitudes: [Kelly.Ray@kingsbridgecollege.org.uk](mailto:Kelly.Ray@kingsbridgecollege.org.uk)

Yours Sincerely,



Tom Chisholm

Assistant Principal  
Attendance and Transition

## Frequently asked questions:

What is the issue	What can I do to help?	Where can I find help?
Family circumstances are contributing towards non attendance	We know that there are a number of challenges affecting a wide range of families at present. Rest assured, we want to work with all families and young people to support them attending and flourishing in college, in any way we can. If you require support with finances, housing, transport that you feel is contributing toward your young person non-attendance to college, please contact Tom Chisholm, at <a href="mailto:Tom.Chisholm@kingsbridgecollege.org.uk">Tom.Chisholm@kingsbridgecollege.org.uk</a> .	<a href="https://www.dcfp.org.uk/early-help">https://www.dcfp.org.uk/early-help</a>  <a href="mailto:Earlyhelpsouthsecure-mailbox@devon.gov.uk">Earlyhelpsouthsecure-mailbox@devon.gov.uk</a>
My child has on going physical and/or mental health concerns and I am unsure how to help them	My young person has an ongoing health concern but it is taking a long time to see the GP. In this instance, please contact the public health nurse's hub on the email attached. Here you will be able to seek further support for ongoing physical and mental health concerns, where appointments with the GP may not be possible or appropriate.	<a href="mailto:southernphnhub@devon.gov.uk">southernphnhub@devon.gov.uk</a> or <a href="tel:03332341901">03332 341901</a>
I am unsure what support is out there and what I might need help with	If you are unsure what support might be out there for your situation, please see the link to Pinpoint, where there are a range of support services that might be able to help you in your circumstances. Further to this, see the table below which has links to a range of possible resources.	<a href="https://www.pinpointdevon.co.uk">https://www.pinpointdevon.co.uk</a>
I think my child may have sensory needs	A young person with sensory needs, can find the day-to-day extremely challenging in an educational setting for a wide range of reasons. To find out more and better understand how to support them, please see the links provided. If you feel your child requires further support in college around their sensory needs, we recommend contacting the Learning Support Team.	<a href="https://www.thesensorysmartchild.com/">https://www.thesensorysmartchild.com/</a> <a href="https://childmind.org/article/sensory-processing-issues-explained/">https://childmind.org/article/sensory-processing-issues-explained/</a> <a href="https://www.healthline.com/health/childrens-health/sensory-issues-in-children">https://www.healthline.com/health/childrens-health/sensory-issues-in-children</a>
I think my child may have ADHD	Where a young person presents with ADHD, it can lead to being an anxiety-based barrier for many reasons. If you think this applies to your young person, please contact your GP and use the link attached for more information.	<a href="https://www.nhs.uk/conditions/attention-deficit-hyperactivity-disorder-adhd/">https://www.nhs.uk/conditions/attention-deficit-hyperactivity-disorder-adhd/</a>
I think my child may present with having autism	If you feel your young person may be demonstrating behaviours linked to Autism, gaining a better understanding is the first step. The link available will give you a small amount of information about strategies you can provide that may help to reduce college-based anxiety and increase college attendance. If you feel your child requires further support in college around their Autism, we recommend contacting the Learning Support Team.	<a href="https://www.autismeducationtrust.org.uk/">https://www.autismeducationtrust.org.uk/</a>  College contact information: SENDCo: <a href="mailto:Jane.Blumer@kingsbridgecollege.org.uk">Jane.Blumer@kingsbridgecollege.org.uk</a>
My child requires support for their mental health	We are aware that being a young person can be very challenging and that at times, seeking additional support for SEMH reasons may be appropriate. If you think your young person requires mental health support, please use the links provided. We would always recommend seeking support from you local GP and where you think greater support is required, please contact the Inclusion Team who will be able to discuss possible wider agency support to increase college attendance	<a href="https://happymaps.co.uk/">https://happymaps.co.uk/</a> <a href="https://www.healthforteens.co.uk/">https://www.healthforteens.co.uk/</a> <a href="https://www.parentalminds.org.uk/">https://www.parentalminds.org.uk/</a> <a href="https://www.nhs.uk/live-well/">https://www.nhs.uk/live-well/</a> <a href="https://www.mindedforfamilies.org.uk/young-people">https://www.mindedforfamilies.org.uk/young-people</a> <a href="https://www.youngdevon.org/what-we-do/mental-health-well-being">https://www.youngdevon.org/what-we-do/mental-health-well-being</a> <a href="https://childrenandfamilyhealthdevon.nhs.uk/camhs/">https://childrenandfamilyhealthdevon.nhs.uk/camhs/</a> <a href="https://www.place2be.org.uk/">https://www.place2be.org.uk/</a> <a href="https://www.youngminds.org.uk/">https://www.youngminds.org.uk/</a>

# Wellbeing & Mental Health Links for Children

## What to Try First (emerging needs)

<a href="#">Home - Kooth</a>	Online	Free	Teens
<a href="#">1-2-1 counsellor chat   Childline</a> <a href="#">Gives resources and information</a>	Call, Chat online or Email	Free	All ages
<a href="#">YoungMinds - children and young people's mental health charity</a>	Online	Free	All ages
<a href="#">The Mix - essential support for under 25s</a>	Webchat	Free	Under 25s
<a href="#">ChatHealth messaging service for young people aged 11-19 - Devon County Council</a> Text confidentially with a college nurse <a href="tel:07520631722">07520631722</a> .	Text	Free	11-19 years
<a href="#">Mental health and wellbeing - BBC Bitesize</a>	Website	Free	Teens
<a href="#">Stem4 - supporting teenage mental health – building resilience</a>	Online	Free	Teens
<a href="#">Young people   Childnet</a>	Online	Free	All
<a href="#">Mental wellbeing tips - Every Mind Matters - NHS (www.nhs.uk)</a>	Online	Free	Young People
<a href="#">How Shout 85258 works   Shout 85258 (giveusashout.org)</a>	Text	Free	College age
College Inclusion Team Support	In person	Free	All ages
<a href="#">Mental health for children, teenagers and young adults - NHS (www.nhs.uk)</a>	Online	Free	All ages
<a href="#">Self-care tips videos for young people - Every Mind Matters - NHS (www.nhs.uk)</a>	Online	Free	Teens

## What to Try Next (significant need)

<a href="#">Young Devon   Changing the odds in favour of young people</a> Free 6 sessions		Free	Teens
<a href="#">Introducing the Devon Mental Health Support Team in Colleges (MHST)   Health for Kids   Devon</a>		Free-NHS	College age children
<a href="#">Normal Magic   A service dedicated to mentally healthy living for all</a>		Cost	0-18 years
YMCA <a href="#">Mental Health and Wellbeing - YMCA Exeter</a>		Free	5-18 years
<a href="#">Apply for urgent mental health support for your college – Now and Beyond</a> Directory of approved providers for MH provision – support offered at discounted rate. Various costs possibly funding can be applied for		Cost	College age children
<a href="#">Targeted Early Help - Devon Children's Centres (office.com)</a> Action for Children - Children's Centres offering Normal Magic as part of their work. For those open to early help.		Free	0-8 years
College Counsellor	In person	Free	All ages

College Nursing Team: public health nursing duty south - mailbox <a href="mailto:childsc.publichealthnursingdutysouth-mailbox@devon.gov.uk">&lt;childsc.publichealthnursingdutysouth-mailbox@devon.gov.uk</a> Tel: 03332341901	In person and telephone	Free	College age
<b>Referral (specialist significant need)</b>			
<a href="http://childrenandfamilyhealthdevon.nhs.uk">CAMHS - Children and Family Health (childrenandfamilyhealthdevon.nhs.uk)</a> - CAMHS		Free	Children and young people
<a href="http://www.victimsupport.org.uk">WeMatter - Victim Support</a> free, confidential support to people affected by crime and traumatic incidents <a href="mailto:Emma.Tinsley@victimsupport.org.uk">Emma.Tinsley@victimsupport.org.uk</a>		Free	Children & Young People
<a href="http://www.devonrapecrisis.org.uk">Devon Rape Crisis and Sexual Abuse Services</a> Rape Crisis Service	Phone, online, in person	Free	Over 18 years
Sexual assault referral Centre <a href="http://www.sarchelp.co.uk">Home - Devon &amp; Cornwall SARC - NHS (sarchelp.co.uk)</a> Medical, practical and emotional support	Phone, in person resources	Free	Children and adult
Y-smart Devon <a href="http://y-smart.org.uk">Drug and Alcohol service for under-18s (y-smart.org.uk)</a>	Phone, text and in person	Free	Under 18 years