



Kingsleigh Primary School

Hadow Road
Bournemouth BH10 5HT
Tel No: (01202)528893 Fax: 532985
Email: office@kingsleighprimary.co.uk
Website: www.kingsleighprimary.co.uk
Head Teacher: Mr J Lumber
Acting Deputy Head Teacher: Mrs H Tarchetti
Chair of Directors: Mrs H McKell

Where everyone can be great, not just good!

January 2020

Dear Parents/Carers

Thank you for all your efforts with supporting our drive to improve attendance over the last term; it has really made a difference! Over the last school year, attendance rates improved by over a whole percentage point – 95.33% for the year, with persistent absence (below 90%) reducing by a third. We weren't far off the national attendance average for primary schools which is 96%. To achieve 96% a child can miss no more than 7.5 days per school year.

Illness

If your child is ill, please telephone us daily, to let us know so that we can authorise the absence. Please always try and provide us with medical evidence for any absences of five days or more.

Medical appointments

We urge you to try and make medical/dental appointments outside of school hours but appreciate that this is not always possible. If you do need to take your child to an appointment, please bring them to school before their appointment and return them following it. This way your child will receive their attendance mark for both the morning and afternoon sessions. Please bring either an appointment card or a text confirmation to the office for this absence to be authorised.

Leave of absence in term time

Any leave of absence requests must be in writing and addressed to Mr Lumber, Head Teacher. We will not be able to authorise any leave of absence or time off during term-time and time taken may result in legal action. This could take the form of a penalty notice being issued or court proceedings.

Lateness

The school gates open at 8.25am and school starts at 8.50am. The school gates close at 8.52am. After this time, entrance to the school is via the school office only. Any child who is not present at 9.00am (when registers close) is recorded as late. Children who are still not in school by 9.15am are recorded as absent and this is considered an unauthorised absence for the morning session. An accumulation of late marks or unauthorised absence can result in a penalty notice being issued.

Monitoring of attendance

Attendance is monitored on a weekly basis in school. We will inform you, by letter, if your child's attendance falls below 96%. If your child's attendance falls below 90% we will inform you by letter that your child is persistently absent and will invite you to attend a meeting to support you with improving your child's attendance. At this point, no further absences will be authorised and a penalty notice may be issued for non-attendance.

Persistently absent children are part of our data submission to the Local Authority on a half-termly basis.

I hope that we can all continue to work together this year to ensure that the vast majority of our children are attending school regularly and are, therefore, able to achieve their best. Both of our Pastoral Team Leaders,



Mrs Cole and Mrs Page, are very happy to support you with your child's attendance in any way and I urge you to contact them if you would like any support.

Please don't hesitate to get in touch with me if you have any questions regarding your child's attendance and the procedures we will be following this year.

Yours sincerely

Mr J Lumber
Head Teacher

Mrs H Tarchetti
Acting Deputy Head Teacher