



# Kingsleigh Primary School

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Head Teacher: Mr J Lumber  
Deputy Head Teacher: Mrs H Tarchetti  
Chair of Directors: Mrs H McKell

**Where everyone can be great, not just good!**

September 2021

Dear Families,

## Promoting strong school attendance

Welcome back to another school year and one that we hope will be far more consistent than the previous two. Now, more than ever, good attendance at school is essential and we are committed to doing all we can to support families achieve the best possible attendance for their children. We know that good attendance at school will not only help children's academic success but also their social and mental health as well.

We would like to take this chance to thank you all for the brilliant return to school and for your future efforts in ensuring that your children are in school on time. We have been really pleased to see the children back at school and settled and happy here.

We would remind you that attendance at school is statutory for all children. Our full attendance policy can be found on the school website but here are some important sections. This letter is to remind parents how we support regular school attendance.

### **Telling the school if your child is absent**

Parents/carers must contact school on the first day of their child's absence and then each day afterwards. If you are having to self-isolate for an extended period, a regular time to call in and keep in touch with the school will be set up (usually calling in on a Monday and Thursday). This is important safeguarding: if your child is not at school in the morning and you haven't told us to expect this, then we must check that your child is safe. You can tell us that your child is absent by phoning the school office on (01202 528893) by 9.15am at the very latest; leaving a message with a reason for your child's absence. Office staff will contact parents on the first day that a pupil is absent without explanation. This contact will usually be via text message in the first instance, requesting a call from the parent. If no response is obtained, the school will endeavour to reach the parent via telephone. This is difficult and time consuming- please help us by remembering to contact us in the first place.

### **Monitoring attendance**

Children's attendance is regularly monitored and details of this can be found in the attendance policy. Our school works closely with the Local Authority as well as our own Education Social Worker: advice is taken where there are concerns about a child's attendance.

### **Requests for absence during term time**

In line with current legislation, Headteachers are only allowed to grant leave of absence from school in exceptional circumstances (defined as rare, significant, unavoidable and short). Requests should be in writing and must be submitted before any absence is taken.



As a general guide, the following might be considered as 'exceptional':

- Immediate family weddings, christenings or funerals;
- Immediate family member returning home from Service Duty;
- Days of religious observance;
- Other situations where a 'compassionate' element is applicable.

Generally, the following cannot be considered 'exceptional':

- Family holidays and breaks, including those missed because of COVID;
- Parents' profession or place of work making it difficult to align school and work holidays;
- Educational visits arranged by family members during school time;
- Family birthdays or other events;
- Birthdays.

After applying for term time absence, parents/carers will be notified of the Headteacher's decision as quickly as possible. If the absence is not agreed, then it should not be taken.

We respectfully remind parents that they should only tell the school that their child is unwell when this is actually the case.

Attendance is monitored on a weekly basis in school and we will inform you in writing if your child's attendance is a concern. Should attendance continue to be a concern we may take legal action which could be in the form of a Fixed Penalty Notice or prosecution.

### **Lateness**

Punctuality is also important: lateness has a huge negative impact on a child's learning. If your child arrives at school after their designated start of the school day time, they will be registered as 'late'. Lateness beyond 15 mins of their expected arrival time, will be counted as an absence for the morning session which will be unauthorised unless the school is offered an acceptable reason. If your child is persistently late, this will be dealt with in line with the school's attendance policy.

We are delighted to welcome families back and we are looking forward to helping every child enjoy being part of their school community again. We thank you for your continued support.

Best Wishes,

Mr Lumber

Headteacher

