



Tuesday 19th September 2024

Dear Parent and Carers,

Good attendance and punctuality remain a top priority for us at Kingstone High School. We share your views of wanting the very best for your child(ren) and we are looking forward to working in partnership with you.

Your efforts, working in partnership with us here at KHS, will ensure that your child will have the best chance to achieve their social and academic potential and have a real opportunity in further education and in the world of work. It will also enable your child to:

- Access the lessons needed to achieve their expected grades
- Maintain friendships and develop new ones
- Have access to social and sporting events offered by the school
- Learn important life skills
- Develop habits such as good punctuality which are essential to thrive in the world of employment

We strive to ensure your child has a range of opportunities to be the best they can be, to feel safe and supported in school, and to develop a sense of belonging both with their peers and as a wider part of our school community. To support that, regular attendance is key.

Giving your child the best start

90% attendance may seem like an acceptable level of attendance, however in reality that means your child on average misses half a day of school every week, the equivalent of 19 school days (almost one whole month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly. We expect all pupils at school name to attend school as regularly as possible. Our ambition for every child is 100% attendance.

	Impact over 1 school year	Impact over 5 school years
100% Attendance	0 days missed	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost	¼ year learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost	½ year learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost	¾ year learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost	1 year learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost	1 ¼ years learning lost

Our attendance policy is available to read on our school website. This explains how we monitor attendance and follow up absence.

We recognise that on occasions, some children may experience illness or have exceptional reasons preventing regular attendance. To assist parents and carers in deciding whether their child is too ill to attend school or otherwise, the NHS have produced a guide that you may find useful:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

We know being a parent/carer can be challenging at times and we are here to help if there are any problems affecting your child. If you are worried about your child/children's attendance please speak with your child's class teacher in the first instance or myself. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child's wellbeing and education. All schools work closely with Early Help, Health and the Local Authority teams who may also be able to help if needed.

As parents/carers you can best support your child to secure regular attendance and punctuality by:

- Ensuring a good bedtime routine to enable your child to get enough sleep.
- Establishing a good routine each evening and each morning so your child is prepared for the school day ahead.
- Ensuring your child attends school every day that it is open, unless there is an exceptional reason preventing this.
- Ensuring your child arrives at school on time every day (by 8.45am).

- Arranging dental and medical appointments outside school hours wherever possible. Where this is not possible, ensure your child attends before the appointment and returns promptly afterwards.
- Informing the school if your child is ill and too unwell to attend. You should do this by ringing the office on 01981 250224 and leaving a message or email attendance@kingstoneacademy.co.uk, ideally before the start of the school day.
- Taking absence seriously – if your child is not wanting to attend, or has not attended as you expected, why is this? Are they putting themselves at risk? Who are they with? What are they doing? Do you know who they are talking to online?
- Taking any holidays during school holiday periods, and not during term time. If children are taken out of school for a one-week holiday every year and have an average number of days off for sickness and medical appointments, then by the time they finish Year 11, they will have missed the equivalent of two entire terms of schooling.
- Talking positively to your child about school and taking an interest in their school day.
- Attending parents' evenings and school events.
- Praising and rewarding your child's efforts and achievements at school.
- Supporting school staff by working in partnership to best manage and support your child with any difficult or challenging behaviour or circumstances.
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help.

Also attached for your information is a revised letter from Herefordshire Council, outlining the recent changes to penalty notices for unauthorised absences from school. We look forward to working in partnership with you to support your child's education. If I can support you in any way or if you would like to discuss anything further, please do let me know.

Yours sincerely,



Mrs R Williams

Assistant Headteacher. Pastoral: Designated Safeguarding Lead