

Thursday 10th January 2023

Dear parents and carers,

Attendance Team update

A warm welcome back from the Christmas break. The school attendance team have been in place for a full term now and have taken the opportunity to speak to most families in support of our goal to raise attendance levels.

The aim of this letter is to act as a reminder of what the expectations are for your child's attendance and to outline the extra support that will be given for those who are not reaching the **minimum** standard of 95% attendance as expected by the Department for Education.

Attached to this letter is an individual attendance certificate for your child. Children with a school attendance of below 95% are at greater risk of under achieving in education, and will attract warning letters and Fixed Penalty Notices (FPN) in the future, should improvements not be made.

Below are our key areas of focus:

Communication with families

As a parent or carer it is important that you know what your child's attendance levels are and also know what support will be given should their attendance fall lower than the 95% threshold.

Parents should:

- ensure their child attends school regularly and punctually, as is their legal duty as parents
- contact us on the main school number 0115 930 1522 on the first and each subsequent day of absence, unless a definite date of return is known
- ensure their child arrives on time and well prepared for the academy day
- contact us whenever any problems occur that may affect their child's attendance
- provide us with up to date contact details

Punctuality

Being on time is directly linked to attendance as being late for school will affect your child's overall attendance level. We expect students to take responsibility by being in lesson ready to learn and lateness disrupts those students who are meeting expectations. This is our main focus this term and we will be in direct contact with parents whose child/ren are consistently late.

All students must be on site no later than **8:25 am daily** and be sat in registration for **8:30 am** ready for their AM register mark. Students who are late without an exceptional reason will receive a breaktime detention. Should any student be late two or more times in a 5 day period, they will receive an after school detention. This will be on a Tuesday for years 7 – 9 or

a Wednesday for years 10 and 11, at 3:05pm until 3:35pm. Should this detention be missed, a detention will be sat with the Senior Leadership Team on Thursdays and will last until 3:50pm. Any child that is consistently late will also run the risk of attracting a Fixed Penalty Notice.

Support from school

We will support every student with their attendance and want them to succeed in order to achieve their full potential.

Our first part of this support is to focus on those that are not currently achieving the required attendance of 95%. We are offering an opportunity for parents or carers to come and speak to the attendance team on an individual basis to work a support plan and to understand any problems that may be present that are affecting poor attendance. These meetings will take place between 4:00pm and 6:30pm every Thursday for the next 6 weeks. If you would like to book a 15 minute slot, please call Mr Law (Attendance Officer) on 07759 127305 or email attendance@kirkhallacademy.co.uk.

We would like to thank you for your continued support, and recognise those who are working hard and attending school on a regular basis. Please do not hesitate to get in contact with the team during any stage of term if you have any concerns about your child's attendance.

Yours sincerely



Mr J Law
Attendance Officer



Mr D Lloyd-Jones
Deputy Headteacher