



Thursday 5th September 2024

Welcome back!

Dear Parents and Carers,

We are delighted to welcome you and your children back for the 2024/2025 academic year and hope you had a restful and enjoyable summer break. As we begin this new school year, we would like to take a moment to highlight the importance of regular attendance and punctuality, which are essential for your child's success in school.

The Importance of Attendance

Attending school regularly is vital for your child's education and social development. Each day missed is a learning opportunity lost, and it can be challenging for students to catch up on the work they have missed. Good attendance habits not only help students achieve academic success but also prepare them for the responsibilities of adult life, including future employment.

Our Expectations

At King Edward VI School, we have high expectations for attendance and punctuality. We aim for all students to achieve at least 96% attendance over the school year. In line with our Code of Conduct, we therefore kindly ask for your support in ensuring that your child:

- Attends school every day unless they are too unwell to do so.
- Arrives on school site at 8.45am, ready to learn, and with the necessary equipment. If your child is late to school between 8.50-9.10am then they will receive a late mark. Three logs for lateness, in the morning or to lessons in the school day, will result in an after-school detention. If your child is late to school after registration ends at 9.10am then they will receive an after-school detention automatically.
- Attends all timetabled lessons.

Current legislation

The **Education Act 1996** states that parents must ensure that their children of compulsory school age receive appropriate full-time education. It is therefore an offence for a parent or carer to fail to secure the regular attendance of their child at a school at which the child is a registered pupil, without good reason or the agreement of the school. All schools across the country must follow Department for Education guidance entitled "Working Together to Improve Attendance 2024, which became mandatory from August 19th, 2024. It clearly states that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. Dental and medical appointments should be made outside of school hours where possible and holidays should not be taken in term time.

If your child's attendance falls below our expected target of 96%, without good reason, we will have conversations with your child and/or contact you directly to discuss and agree a way forward to support their attendance.

We wrote to you in July to inform you that if your child(ren) has 10 sessions (a morning or an afternoon constitutes as 1 session) of unauthorised absence within a 10 week rolling period or you decide to take your child(ren) on holiday during term time, in line with the new legislation, a referral will be made to the Education Welfare Team, which may lead to the issuing of a Penalty Notice and ultimately a prosecution under the Education Act 1996 s.444 (1)

If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative that you text the school absence line via **07860 034183** before 8.30am to inform us. You can monitor your child's attendance via GO4Schools daily.

Further details can be found in our Attendance policy, which is on our school website [Attendance - King Edward VI \(keslichfield.org.uk\)](https://www.keslichfield.org.uk/Attendance) and the Attendance Matters leaflets which are attached to this letter.

Support Available

We understand that there may be times when attending school every day is challenging. If your child is experiencing any difficulties that may affect their attendance to school, please do not hesitate to contact attendance@keslichfield.org.uk We can make reasonable adjustments to ensure that your child feels supported in school and continues to attend regularly.

Working Together for Success

As parents and carers, your involvement in your child's education is crucial. By working together collaboratively, we can ensure that your child makes the most of their time at school and achieves their full potential.

We look forward to a successful and rewarding school year and would like to thank you for your continued support.

If you have any questions or concerns about your child's attendance, please do not hesitate to contact attendance@keslichfield.org.uk

Yours Sincerely,



Miss K Hinz

Assistant Headteacher – Inclusion & Attendance