



Friday 11th September '26

Dear Parents/Carers

RE: Important School Attendance Updates

Our mantra at Kinson Academy is to 'Empower & Enable' – we do our best to make sure children benefit from every moment in school. Our teachers go above and beyond with lessons that are not only pitched at a high academic level, but that also inspire the awe and wonder of learning.

However, for this to have its full impact, we need children to consistently be in school with what is regarded as excellent attendance – 96%+. At the end of last year our final percentage was 95.4% – we were so close to reaching our target of 96%.

Last year our biggest challenge was the increase in unauthorised absence linked to the steep number of requests for term-time holidays. In line with DFE expectations and BCP – Holiday request will not be authorised and will lead to Penalty Notice when threshold is reached.

The reality is, although we will allow and strive to support pupils who have had time off to catch-up – it is very difficult to catch-up on all of the learning which takes place within a school day/week.

Below are some key reminders about the Academy process for attendance.

Attendance Reminders

- ✓ If your child is absent from school, you must inform us **each day**. Please email: attendance@ka.weareauthentic.education or call 01202 572713 and use the absence option to leave a message.
- ✓ If you do not contact us with a reason for absence, then home visits may take place as part of our safeguarding policy.
Home visits can also be carried out if we are concerned about the reported absence, if absences are regularly reported, or when all siblings are absent.

Kinson Academy

Michele Lawson, Principal
Matt Britt, Chief Education Officer
Sir Jon Coles, Interim Chief Executive Officer

01202 572 713
www.kinson-academy.co.uk
kinson@ka.weareauthentic.education
School Lane, Kinson, Bournemouth, Dorset, BH11 9DG



Part of the Authentic Education Group

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- ✓ If you do not supply enough information about your child's absence, we are likely to make contact with you for further information.
- ✓ If medical appointments cannot be made outside of school hours or within school holidays, then please inform the office in advance with evidence of the appointment card/letter or text message. You will be required to complete a request form.
- ✓ We cannot authorise any leave of absence during term time unless there are truly **exceptional circumstances** by request, ideally at least a month in advance to the Principal, by completing the leave of absence form available from the school office.
- ✓ If your child is presenting as too unwell when they first wake up but then seems better, they can still attend school later that day. Children are still permitted to attend school with minor symptoms such as runny nose, cough etc, as long as they feel well enough.

Punctuality Reminders

- ✓ The gate opens at 8.30am and school officially starts at 8.45am.
- ✓ Any child who is late to school, 9am-9.15am, will be marked as 'L' (late). If a child arrives after 9.15am, once registers are closed, they will be marked as 'U' (unauthorised absence), and this will impact their school attendance figure.
- ✓ U unauthorised absence can also lead to Penalty Notices/legal action being requested.
- ✓ We have a 'Late Register' for any children who arrives after 9.00am. Lateness letters will be sent out if this becomes a frequent occurrence resulting in persistent lateness.

All schools hope that they do not need to consider legal action for persistent unauthorised absence, 10 session (5 days) in 10 weeks, however, when our attendance monitoring identifies this concern, we have an attendance process in place to ensure that any issues are addressed, and attendance improves. This can lead to several outcomes but most commonly these are either implementing a fast track attendance contract, 'Fixed Penalty Notice,' a parenting order or seeking prosecution which could result in a more serious fine

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or punitive measure. All actions we would very much rather avoid, and we would much rather offer the support to ensure your child is happy and attending school daily.

If you have any questions about this, or would like to discuss support that could be offered, please contact us via attendance@ka.weareauthentic.education or speak with a member of staff on the school gate.

Thank you for your continued support with attendance we really do appreciate it and if there is anyway, we can offer you and your child support at attend school every day then please just ask.

Best Wishes

Mrs Michele Lawson

Principal

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