



Friday 15<sup>th</sup> September 2023

Dear Parents/Carers

**RE: Absence, Attendance & Punctuality**

Welcome back to the new academic year. It has been a pleasure to see so many children enthusiastically sharing their views on their new learning and looking smart in their uniform.

As we start the new year, attendance and punctuality remain a whole school improvement area. Many of you will be aware of the drive we had on this last year; this continues.



This academic year we welcome Mrs Tina Whittaker to our Inclusion team. Mrs Whittaker is our dedicated attendance officer. She will be ensuring our robust attendance monitoring continues. Mrs Whittaker is also available if you need support with attendance.

Below are useful reminders to ensure best possible attendance.

**ABSENCE REPORTING**

**All absence MUST be reported daily.** We now have a dedicated absence email. Please report absence to

[attendance@kinson-academy.co.uk](mailto:attendance@kinson-academy.co.uk) or call: 01202 572713

You **must** notify the school of your child's absence, before 9am.

We often get asked why attendance reporting includes illness. Please note absence associated with illness counts towards your child's attendance records, in line with expectations set up nationally for all schools by the Government.

**Kinson Academy**  
Sian Thomas, BEd (Honours), CEO-AAT  
Alexandra Prout, BA (Honours), Director of Primary Education  
Michele Lawson, BA (Honours), Principal

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## **LEAVE OF ABSENCE**

All leave of absence requests must be put in writing prior to the absence. The request will be considered and if it meets exceptional circumstances, leave may be granted.

Requests for absence must be made by completing the Request Form which is available from the school office. Ensure the form is completed in full and clearly states the reason for the request and supporting documents are included if available.

We will continue to apply our policy in line with BCP's processes when making the decision to authorise an absence due to an exceptional circumstance. This does not mean exceptional circumstances will be agreed. **If leave is taken without authorisation, this will be deemed unauthorised absence, and a Fixed Penalty Notice could be issued.**

## **HOLIDAYS**

Holidays will not be approved during term time, in line with Government directives. Holidays taken without school approval will be unauthorised absence.

**If parents/carers decide to take their child out of school for this reason then a Fixed Penalty Notice will be applied for under The Education Act 1996 s.444(1)**

## **PUNCTUALITY**

School gates open at 8:30am and close at 8:45am. Please ensure your child arrives at school during this time so that they are present in class when registers are taken.

Pupils arriving after the register closes, will have missed valuable learning time and will be marked as late on the register.

If your child arrives later than 9.20 this will become an unauthorised absence.

## **SAFEGUARDING**

In line with safeguarding expectations set for all schools, when a reason for absence has not been reported to the school, staff will contact parents and carers to obtain the reason for absence. It is important you can answer calls made by school or that you return the call and respond to emails in a timely manner. Failure to do so may result in;

- Members of the Safeguarding Team carrying out a home visit to ensure your child is safe and well.
- Contact with the police to request a welfare check is carried out on the child.
- Contact with Children's Social Care

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## **MEDICAL APPOINTMENTS**

Where possible, please make medical and dental appointments outside of the school day to prevent disruption to your child's learning. We understand that this is not always possible and politely ask that in such instances, appointments are made as late in the afternoon as possible.

Children are expected to attend school prior to the appointment and return to school following the appointment whenever possible.

Parents/Carers will need to complete an Absence Request Form which can be obtained from the school office and provide proof of appointment.

## **PENTALTY NOTICES**

Attendance at school is a legal requirement. A Penalty Notice involves a fine of £60 per parent, per child, if paid within 21 days. This will rise to £120 per parent, per child after 21 days. The total time being 28 days to pay. If a parent/carer fails to pay the full amount of the fine within the specific time, the Local Authority can look to commence legal proceedings in a Magistrates' Court.

## **SUPPORT**

As a school, we want the very best for your child. If attendance is an area which you feel you need support with, please do speak with your child's class teacher. Alternatively, there is always a member of staff at the school gates at the start and end of day who would be happy to speak with you. You can also book an appointment to meet with Mrs Whittaker our attendance officer.

## **CELEBRATION #BeInToWin**

As well as looking at ways to improve attendance, we also want to continue to say well done and congratulations to those who maintain high levels of attendance. Our **#BeInToWin** initiative continues this year.

Each week, every pupil who has attended every day will be entered into a prize draw. At the end of the week, one of those pupils will be picked at random to win one of the weekly prizes.

At the end of the half term; all of those pupils who have 100% attendance, will be in with a chance of winning the half termly prize.

All the children need to do, is: **BE IN TO WIN!**

## **MONITORING**

Attendance is monitored weekly in school. During the week commencing 2<sup>nd</sup> October if we feel that attendance is an ongoing concern, and not improving, you will be notified and could be invited in to attend a 'Fast track to attendance' meeting to look at ways attendance can be improved for your child and what, if any, additional support can be put in place. The expected attendance percentage for every child is 96%+.

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## **CURRENT ACADEMY ATTENDANCE**

You will know from previous communications; that all schools must follow the expectations set out by the Government's department of education. Guidance schools have to follow can be found through this link <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

I am sure you will remember that there is a national expectation for schools to have a **minimum** attendance target of 96%.

**Kinson's current attendance percentage is 93.5%.**

**This is significantly below the expected target and must improve.**

Below outlines Attendance monitoring procedures at Kinson Academy. If you have any questions, then please do speak to a member of staff.

Thank you for your support in ensuring that your child attends school promptly and daily.

Best wishes

Michele Lawson

Principal

**Over the course of one academic year...**

**95% attendance means your child has missed 9 ½ learning days.**

**90% attendance means your child has missed 19 learning days. That's nearly four weeks!**

**85% attendance means your child has missed 28 ½ learning days.**

**80% attendance means your child has missed 38 learning days.**

**70% attendance means your child has missed 57 learning days.**

**If your child has 85% attendance every year,  
they will have missed 370 ½ days of learning over their whole school life.**

**That's more than one year of their education!**

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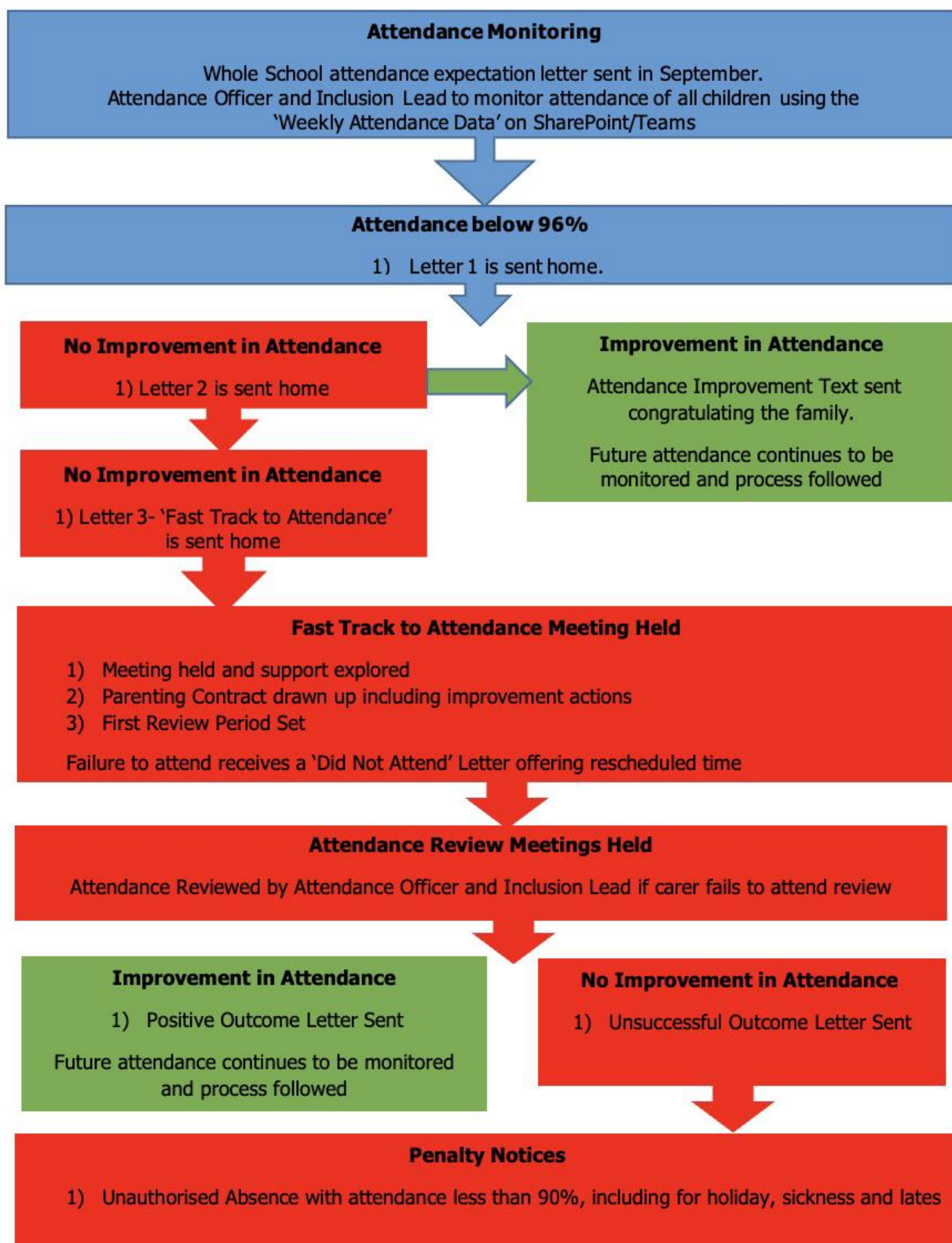
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# Attendance Letter Flowchart



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