

6<sup>th</sup> October 2023

### Attendance and Lateness

Dear Parents / Carers,

Our whole school attendance for 22/23 was 89.8% this excludes any school closures for National Teacher Union strikes or adverse weather conditions. Moving forward King's Hill aim to improve attendance by working closely with families towards achieving our **school target of 97%**.

Mrs Richards will continue monitoring attendance and lateness on a daily basis along with our Education Welfare Officer Jennie Withers from Walsall Council. We are keen to ensure that all children attend school regularly, as you are aware, it is important for your child's friendships and academic progress. In addition, it is proven that good attendance is linked with academic success.

You can help us achieve this target throughout the year by ensuring your child has regular attendance.

**Daily absences** – Please report **all** absences, planned medical appointments and lateness to the school office by 9.15.a.m. Medical evidence / proof of appointments are required for authorisation of absence.

**Lateness** - A prompt start to the school day is vital for accurate records of attendance. School opens at 8.30am for all pupils. Gates close 8.50am. If your child arrives after this time, they will enter via the main office and will need to be signed in by a parent / carer, giving their reason of lateness and state their lunch preference. This will then be recorded as a late mark. Persistent lateness is also monitored and in some cases warning letters are issued. Miss Withers (EWO) will also conduct a late gate each term where she will speak to parents individually.

**Term time holidays** - All requests for holidays during term time, will be declined. Should you proceed then your child's absence will be recorded as unauthorised. This is in line with our school Attendance Policy. In addition, you will be subject to a penalty notice fine and will be referred to our Education Welfare Officer who, on behalf of Walsall Children's Services, will issue you the fixed penalty notice under the provision of the sub-section (1) of section 23 of the Anti-Social Behaviour Act 2003.

Please notify Mrs Richards of any holiday requests before taking the leave. As your child attends this school and as part of our responsibility for safeguarding your child, we must be aware of their whereabouts, when they are not in school during term time.

**Unauthorised absences** - In an effort to improve school attendance within Walsall Schools, the Local Authority have advised that Fixed Penalty Notices will now be issued along with a First Warning Letter for any unauthorised absences of 4 days or longer in one period of absence. The First Warning Letter is the start of the process, which our Attendance Officer follows regarding unauthorised absences and could then be followed by a Final Warning Letter, Attendance Panel and Court.

**Fixed Penalty Notice** - The Fixed Penalty Notice is a fine of £60.00 which will be issued to each parent and is payable to the Local Authority.



Working together to achieve excellence

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Head Teacher – Mrs N.Matharu

KING'S HILL  
PRIMARY SCHOOL

### Individual Attendance awards

If your child's attendance is above 96%, at the end of each half term they will be recognised in class.

#### **100% attendance is rewarded termly**

Bronze, Silver, Gold badges and certificates will be awarded throughout the year.

In autumn term, children will receive **bronze**, spring term **silver** and summer term **Gold** (Bronze and Silver can also be earned to children that then have 100% in the spring and summer terms) It is never too late to improve your attendance!

Bronze and Silver attendance is recognised at the end of the summer term

**Any pupil with 100% for the school year will be rewarded at the end of the summer term.**

### Class Attendance Awards

Each week, the class with the highest attendance will have the attendance certificate on their classroom door, hold the school attendance trophy and each child will receive a class Dojo. Parents will be informed weekly via text and uploaded to the attendance page of the school website.

**The class with the highest attendance each half term will have the attendance certificate on their classroom door, hold the attendance trophy and take part in a class activity of their choice.**

If at any time you would like to discuss your child's attendance please contact Mrs Richards in the school office.

Yours sincerely

*N. Matharu*

Mrs N. Matharu  
Head Teacher

### Everyday at School Matters

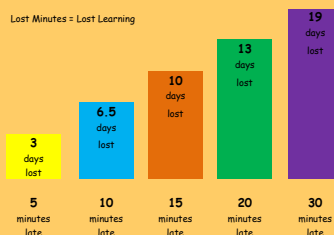
Attendance during one school year	Equivalent Days	Equivalent Weeks	Equivalent number of lessons missed
95%	9 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 Days	13.5 Weeks	340 Lessons



### Impact of Lateness

Being 15 minutes late each day is the same as missing 2 weeks of school

Lost Minutes = Lost Learning



Leading Parent  
Partnership Award

2023-2026

