



Kirkburton Middle School

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Enjoying, Achieving, Succeeding Together

1st November 2022

Dear Parent/Carer

At Kirkburton Middle School, good attendance and punctuality are of the highest priority. We strongly believe that one of the best ways families can support their child is ensuring that they attend school on every single day possible.

We are aware that recently our approach to attendance monitoring has been impacted by the Covid pandemic. However, as the country returns to 'normal' we intend to return to the expectations outlined in our attendance policy.

We know that in this post pandemic world, sending your child to school with a cough or a mild cold might feel strange but we encourage parents/carers to do so presuming their child feels well enough to attend. If required, the office staff can administer pain relief on completion of the correct documentation.

Likewise, we have had some cases where children have not attended school but have been seen out with friends on an evening. If a child is well enough to be playing out, then please send them to school.

Why is attendance so important?

It is well recognised that good, consistent attendance at school is crucial to a child's future prospects. Evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment, or training (NEET) when they leave high school. Good attendance builds resilience and prepares our pupils for the world of work.

Throughout the school year we reward students' attendance in various ways. We aim to offer each of our students the opportunity to celebrate strong attendance and punctuality either as an individual or as part of a group.

Therefore, we will once again be adhering to our [attendance policy](#) in full. A copy of our attendance policy can be found on the school website or by using the link above. Given this return to 'normality', we wanted to remind you of some key areas within the policy:

Below 90% Attendance

- If your child has an attendance level of 90% or below, they are identified by the government as a persistent absentee. Whilst 90% attendance may sound good, it actually means your child misses on average half a day EVERY week. If a child has 90% attendance for their full KMS career they will miss nearly four months of school. Over the course of five years at secondary school this equates to half a year of education missed.



- Where your child's attendance drops below 90%, we will notify you by letter and work with you to improve their attendance.
- In the case of ongoing absences for illness, we may ask you to provide medical evidence of the reason for absence.

Term-time Absence

Parents/carers do not have a legal right to take children out of school during term time. If you wish to apply to take your child out of school during term time due to exceptional circumstances, we ask you complete a leave of absence form and return it to school. Each application is considered individually by the Headteacher. We ask that you do not book any holidays in term time as it is highly unlikely these will be authorised.

Penalty Notices

A penalty notice may be issued if:

- Parents/Carers have not sought permission from the Headteacher before taking their child out of school for a leave of absence in term time
- The Headteacher has refused the request but the absence occurs anyway
- If the pupil has not returned to school by the agreed date with no satisfactory explanation

AND

- Where the leave of absence has been recorded by the school as unauthorised in the attendance register on at least 10 consecutive sessions (5 school days).

The penalty notice is £60, for each parent of each child, if paid within 21 days, and £120 if paid after this date but within 28 days. Failure to pay the penalty notice could result in the Local Authority starting legal proceedings against you for the offence of not ensuring your child's regular attendance at school. If you are found guilty of the offence you may be fined up to £1,000, and you will receive a criminal record.

We very much appreciate the support of our parents/carers and we hope that by working together, we can provide the best possible outcomes for your child.

Yours sincerely



Mr C Taylor
Headteacher



Ms T Clark
Pastoral Lead & Deputy Safeguarding Lead