

Headteacher Ms A. Fowler

**The Kingsway School**  
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**Date: October 2023**

Dear Parent/Carer,

It is always a pleasure to welcome back the students to school at the start of a half term. Last half term they have made a positive start to the new school year. This letter contains important information regarding our attendance and punctuality procedures.

Regular attendance and good punctuality are crucial factors in students achieving their full potential. Here at The Kingsway School we are committed to providing a full and efficient education to all, and encouraging our children to strive for excellence.

We work together with parents and carers and so are seeking your full support in ensuring that your child attends the school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties, but we are also committed to improving attendance levels here at The Kingsway School.

The target attendance figure for all students is a minimum of 95% attendance.

Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning, and achieve their full potential. There are a number of important steps that you can take to ensure your child maintains a high level of attendance.

- Ensure your child attends every day, on time, equipped and ready to learn. Form Tutor time begins at 8.30am and all students need to be onsite by 8.30am.
- Ensure the school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the School.
- If your child is ill, contact the school and provide a reason for absence. Please make sure you telephone the school every day your child is absent.
- If no contact is received regarding the absence, it is recorded as unauthorised.
- Ensure that medical appointments are made outside of school time wherever possible. Please provide medical evidence.
- Holidays should not be taken in school time. Holidays will not be authorised during term time.
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Contact your child's Form Tutor or Head of Year if you are experiencing difficulty in getting your child into the school and we will support to help resolve any issues.

Please see below the way to Contact the Kingsway school if your child is unwell.

Telephone number 0161 428 7706 then press option 1

Email: [absence@kingsway.stockport.sch.uk](mailto:absence@kingsway.stockport.sch.uk)

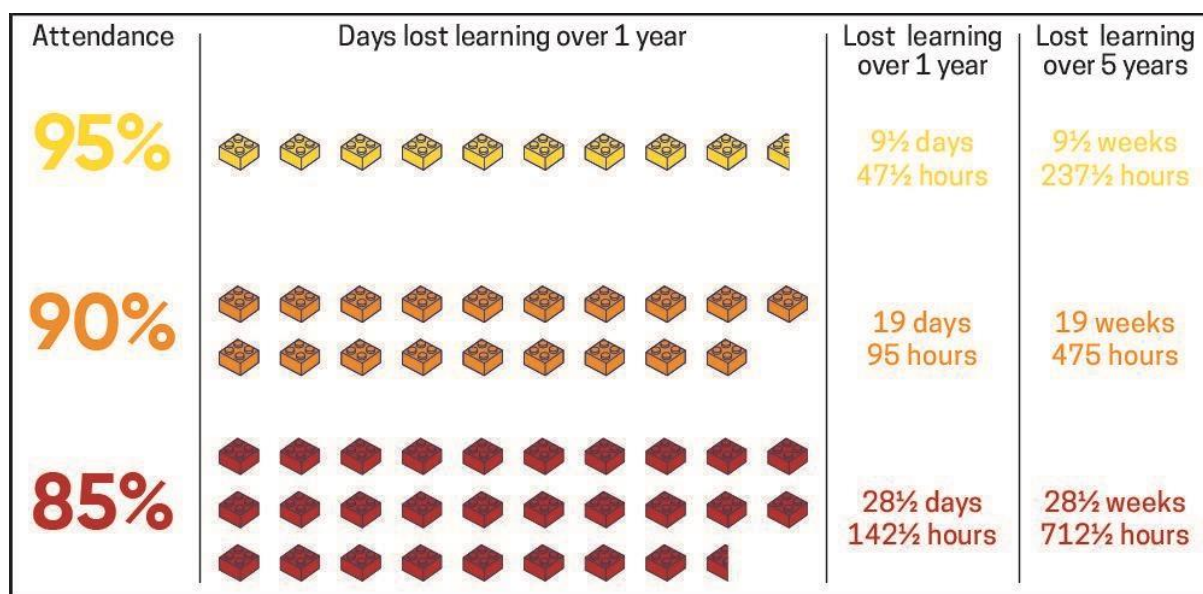
### Leave of absence during term time

Amendments came into force in September 2013 and the Education (Pupil Registration) (England) Regulations 2006 now state that schools may not grant any leave of absence during term time unless there are exceptional circumstances.

### Holiday leave in term time

The school closes for 70 days of holidays each academic year and we expect all parents/carers to take their family holidays whilst the school is closed. Any parent wanting to take their child on a leave of absence from the academy should inform the Headteacher in writing, giving at least 15 days' notice. The application will be looked at on an individual basis and you will be informed by letter of the outcome. However, it is highly unusual to grant a leave of absence during term time. Any holiday or leave taken without permission from the Headteacher will be unauthorised and legal action will be sought from the Local Authority.

Requests for absence for reasons such as compassionate leave, special family events, sporting or musical competitions, etc., should be made in the same way.



If you do have concerns about your child's attendance or are experiencing any difficulties, please contact us and ask for support. We are here to help support all our students with their Kingsway journey

Yours sincerely,

Ms Linnecor

Deputy Headteacher