9th September 2022

**Attendance and Lateness**

Dear Parents / Carers,

Our whole school end of year attendance came out at 92.5% for 2021-2022 this is excluding the covid closures. Moving forward King’s Hill aim to improve attendance throughout this year, working closely with families to support working towards our **school target of 97%.** To help us achieve this target Mrs Richards will be 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.

Our school attendance target is **97%.** We expect all of our children from Reception to Year 6 to achieve this target. You can help us achieve this target throughout the 2022-2023 year by ensuring your child has regular attendance. Mrs Richards will be monitoring attendance and lateness on a daily basis along with our Education Welfare Officer Jennifer Withers from Walsall Council.

**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 from Nursery to year 6. 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 us 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.

**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 in assemblies

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.**

**Weekly Class Attendance Awards**

Each class will be awarded bronze, silver or gold for good attendance, this will be tracked and communicated weekly via text and uploaded to the attendance page of the school website.

**Gold 100% Silver 99% - 98% Bronze 97% - 96%**

**The class with the highest attendance each half term will keep the attendance trophy for the half term 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

Mrs N. Matharu

Head Teacher

 