

22 September 2025

Dear parents and carers,

The students of Kingsmeadow Community School have made an excellent start to their academic year. We have seen improved engagement with their learning in classrooms, fewer incidents of disruption and better attendance than at this point in recent years. Thank you to you for your support in helping us and the students to achieve this.

I think that this is a good point to outline the expectations and procedures that we follow as a school regarding attendance. Good attendance at school is one of the biggest indicators of future exam success. Results from last year tell us that, as a group, students who have above 95% attendance at Kingsmeadow Community School perform over half a grade better in every single subject compared to their peers. They also perform more highly than the national average, putting them firmly in the top half of students across the whole country - giving them an advantage when applying for sixth form, college, apprenticeships or jobs.

We follow attendance guidance from the Department for Education and the local authority in developing our policy and procedures with the aim of maximising the attendance of every student in school. We are keen to work with you in ensuring that your child can attend both regularly and punctually.

Most students attend well and on time almost every day and we appreciate your efforts in helping them to do that. However, we understand that sometimes there can be barriers to attending school, whether temporarily or more long term. We are keen to work with you to help support you and your child if this occurs. As soon as you are aware of any barriers to your child attending school, please make us aware. There is a list of contacts later in this letter to help you to do that.

Here is the key information you need:

The Role of the Student

- Attend school every day, on time and prepared to learn.

The Role of Parents and Carers

- Establish a good routine in the mornings and evenings so that your child is prepared for the school day ahead.
- Make sure your child attends school daily and on time (this is a legal duty)
- Arrange dental and medical appointments outside of school hours.

- Call the school telephone number (0191 4606004 Option 2) before 8.30am each day if you need to report an absence
- Take family holidays outside of term time (holidays in term time result in a Fixed Penalty Fine)
- Discuss any problems or barriers with the school – staff are here to help and will be supportive.

The Role of the School

- To set clear routines and expectations for attendance, lateness and absence, supporting students, parents and carers in achieving these
- To keeping accurate registers of attendance
- To contact parents or carers by telephone on each day of absence where no contact has been made
- To conduct home visits where an absence is a particular cause for concern

Key Contacts

- Head of Year 7 - Mr Thompson - contactyear7@kingsmeadow.org.uk
- Head of Year 8 - Mrs Taylor - contactyear8@kingsmeadow.org.uk
- Head of Year 9 - Mrs Diston - contactyear9@kingsmeadow.org.uk
- Head of Year 10 - Mr Charlton - contactyear10@kingsmeadow.org.uk
- Head of Year 11 - Miss Hornsby - contactyear11@kingsmeadow.org.uk
- Head of Sixth Form - Mrs Rafferty - sixthform@kingsmeadow.org.uk
- Attendance Officer - Mrs Oliver - attendance@kingsmeadow.org.uk
- Assistant Head Teacher: attendance - Mrs Richardson - attendance@kingsmeadow.org.uk

For information, the Government's National Framework for Penalty Notices includes the following:

- Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days or considered for 10 sessions of unauthorised absence in a 10-week period
- The first time a penalty notice is issued for term time leave or irregular attendance, the amount will be £160 per parent per child paid within 28 days, reduced to £80 if paid within 21 days
- Penalty Notice Fines are issued to each parent, for each child that was absent

Thank you again for the great start to the year. Working together, I know that we can ensure that your child has a positive and successful time at Kingsmeadow Community School.

Yours faithfully,



Mr Barrett
Head Teacher