

June 2021

Dear Parent/Carer

## **IMPORTANT INFORMATION FOR PARENTS REGARDING STUDENT ABSENCES**

Please let school know if your child is going to be absent from school by **9.25am** together with the reason for absence. You can leave a message on the absence line 24 hours a day, 7 days a week. This is a requirement and will avoid us having to telephone/message you.

If your child has a medical appointment, we would be grateful for a copy of the medical letter. In cases where attendance is low, medical evidence is a requirement. Students can give this information to Reception or Mrs Blight in the main office.

If a student has a medical appointment during the school day, it would be expected that they only miss a reasonable part of the day that enables them to travel to and from the appointment.

### **Lateness**

Students arriving late to school should **always** sign in via Reception. Lateness of more than 30 minutes after registration will count as an absence from that session and will therefore require a note/telephone call from parents. *If there is not good reason this will count as an unauthorised absence.* The only exception is when school transport has arrived late and school has been notified.

### **Diarrhoea and Vomiting**

Previously we advised that if your child has vomiting, diarrhoea or both that they should be kept at home until 48 hours after the last episode. Based on latest guidance we are now recommending that they are kept at home for 24 hours and may return after, if parents feel they are well enough to return.

### **Term Time Leave**

Term time holidays and extended leave are not allowed and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) regulations 2013. Parents/carers are strongly advised to avoid taking students out of school during term time.

**Kingsmead School will not authorise leave of absence for any student except in exceptional circumstances.**

**CARE**


**ASPIRATION**

**RESPECT**

**DETERMINATION**

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Parents/carers wishing to request a leave of absence must complete a Term Time Leave Request Form at least 6 weeks before that requested absence. Any unauthorised absence of 10 sessions or more may result in a fixed penalty notice being issued.

**Penalty Notices**

If a request for leave of absence is unauthorised the school **may** consider using a Fixed Term Penalty Notice.

This will currently only be considered in conjunction with the Educational Safeguarding Officer if a minimum of 10 sessions or 5 school days of unauthorised absence are taken during a term.

Yours faithfully



Sharon Blight  
Attendance and Admissions Officer