



Kingsmead School



A PARTNER ACADEMY IN JOHN TAYLOR MAT
Headteacher: Mrs M Mincher, Bsc, NPQH

RESILIENT



INNOVATIVE



MINDFUL



EMPLOYABLE



Friday, 18th October

Changes to Attendance Procedures

Dear Parent/carer,

We want to thank you for your support with our continued drive on school attendance and lateness. In a bid to ensure systems are continually improving we want to update you on a few key changes and reminders regarding lateness, arrival onto site and leaving for medical appointments.

Late Arrival to School

If a pupil arrives late at school, we will continue to set them a prep to both dissuade tardiness, but also to ensure that wilful lateness is discouraged. In a change to this system, if a pupil is late into school, rather than signing in at attendance, we will be asking pupils to go straight to lesson where they will be signed in as late by teaching staff. We hope that this will mitigate any further lost learning time. If there is a specific and unavoidable reason for your child's lateness, please do get in touch with your child's progress leader.

Leaving Site During the School Day

When a child in Years 7-11 has a medical appointment during the school day and needs to leave site, we request that you come into reception to collect them. Student safety is paramount, and this will add a further layer of security to our processes. If there is an unavoidable circumstance in which a pupil needs to leave site and make their way home alone, we need you to get in touch with our school attendance or progress team so that we can make sure this is logged appropriately for all staff involved in your child's care to be aware.

Before the Start of School Day

We want to remind parents that we offer free breakfast to all pupils in the House of Pi from 8am every morning. This is a great opportunity to meet friends, catch up on last minute revision and get something to eat. We can't however welcome students onto site before 8am as we are unable to supervise them and again, safety is a top priority for us.

Yours faithfully,

Mrs. J. Russell

Assistant Headteacher