

Dear Parent / Carer,

At the start of this year, we thought it would be useful to write to parents/carers reminding them of the process for requesting permission for their son or daughter to miss school for medical appointments, absences for part of a day and requests for holiday absences during term time (*only* considered for those with *exceptional* circumstances). The purpose of outlining these arrangements, at the start of the academic year, is to avoid any confusion, disappointment or uncertainty, in the future.

Permission for Student Absence – Parents/Carers (from September 2021)	
<i>Please include in all communications your child's name, year and tutor group</i>	
Reason	How to request permission for the absence
Dental and Medical appointments (Only those that cannot be made outside of school time)	Contact the <b>School Office</b> / call the student absence line. Provide an <b>appointment card</b> to show when signing in/out after the appointment
Religious Observance	<b>Headteacher</b> by completing a leave of absence request form (at least 2 weeks' notice)
Participation in Significant Event (e.g. major sporting event, performing arts events, etc)	<b>Headteacher</b> by completing a leave of absence request form (at least 2 weeks' notice)
Family or Close Friend Funeral (Single day only)	<b>Headteacher</b> by completing a leave of absence request form (at least 2 weeks' notice)
Close Family Wedding (Single day only)	<b>Headteacher</b> by completing a leave of absence request form (at least 2 weeks' notice)
University Visits/6th Form Absences	Contact <b>Mr Abbott</b> by email
Longer Absences – Exceptional Circumstances	<b>Headteacher</b> by completing a leave of absence request form (at least 2 weeks notice)

### Holidays During Term Time

We'd like to take this opportunity to remind parents of the School's very clear policy on student absence during term time. This is outlined in our Attendance policy, a copy of which is on the school website here: <https://www.kscs.org.uk/information/policies/attendance-and-punctuality>

As the detail of the policy makes clear, the Principal has very limited discretion in giving permission for children to miss school for the purpose of a family holiday, in all but the most **exceptional** of circumstances. For the sake of clarification, **seeking to travel at a cheaper time would not constitute such 'exceptional' circumstances**. We would ask parents, please, to avoid the disappointment associated with making such a request by organising their travel arrangements to fall within the published holiday dates, which can be found on the school website.

If, in spite of the clear guidance in the policy, parents proceed with their plans to take a holiday during term time without authorisation, a Penalty Notice may be issued by the Local Authority. Further details of the process and charges involved can be found on:

<https://www.peterborough.gov.uk/residents/schools-and-education/attendance/>

### Absence for Religious Observance

In order to obtain permission for your son or daughter to attend a recognised religious festival, which falls within term time, permission should be requested from the Principal **in advance of the religious festival, please (the leave of absence form should be submitted at least 2 weeks before the absence)**.

Thank you to all of those parents who take particular care to follow our policy. As you will appreciate, the start of term is a good time to restate our expectations about the importance of full attendance at School in helping your children to achieve to their full potential.

### Lateness to school

Everybody at KSCS takes attendance and punctuality very seriously. One of the key roles of a school is to prepare our young people for the world of work. Being able to turn up to work or an appointment on time is vital. Persistent lateness to work will almost inevitably result in a dismissal and so getting into the habit of arriving at school on time is a key life skill.

Furthermore, when a pupil arrives late to school, there are many other consequences:

- He or she misses out on essential instructions given at the beginning of lessons. In fact, arriving 5 minutes late each day adds up to missing 3 entire days of school by the end of the year.
- Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out as the class is disrupted and the teacher must take time away from the other pupils to explain what is going on for the lesson.
- Students who are frequently late develop a pattern of lateness which often means they arrive late for GCSE or A' Level examinations, negatively affecting their performance in their terminal examinations.

Peterborough City Council require us to issue Penalty Notices for a variety of reasons, including **"persistent late arrival at school after the register has closed contributing to a level of attendance of 90% or below"**. The school will take account of individual circumstances in each case, however we wish to make it very clear that the following reasons are **not valid reasons** for being late to school:

- "I got up late" or "My alarm did not go off"
- "The bus was late" or "Traffic" (except in exceptional circumstances, such as a break down)
- "I couldn't find my uniform / coursework / PE kit / etc"
- "My parents made me late"
- "I was taking my brother or sister to school."
- "I had an appointment" or "Mum/Dad had an appointment" (These should be made outside of school term unless it is an emergency or no other option. In such cases an appointment card should be shown to the Attendance Officer on the gate or to Reception staff upon signing in after 9.00am)

As we begin what we hope will be a more 'normal' school year, we have reintroduced our **daily late detention** for students who arrive after 8.45am each day. This will be a **45 minute detention** and held alongside the other detentions in the canteen. **Please note, the various gates will be locked at 8:40am** as students need to be in front of their teachers for 8.45am, not arriving at their gate at that time.

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Aspire for Excellence and Integrity to gain Success

Principal: Mr B. Erwin | Chair of Governors: Mr T. French

In addition to this, Mrs Blackledge will be inviting the parents / carers of those students who are persistently late to school in for meetings to discuss how they can improve their attendance and /or punctuality in order to avoid receiving a fine from the Local Authority.

Yours sincerely



**Mrs S Blackledge**  
Attendance Officer



**Mr Kevin Abbott**  
Assistant Principal



Artsmark  
Gold Award  
Awarded by Arts  
Council England

