



# Kirkby High School



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21<sup>st</sup> October 2022

Dear Parent/Carer,

You will be aware of the importance that Kirkby High School places on good attendance and punctuality. Our target is 96%. Attendance and punctuality data is monitored daily and from Monday 31<sup>st</sup> October, the following interventions will take place:

- If a student's attendance falls below 96%, a letter will be sent advising that your child will be on a four week monitoring period with their form teacher. If 100% attendance is achieved during that time, students will come off monitoring
- If two periods of absence occur, a stage 1 attendance letter will be sent, and attendance will be monitored by the relevant attendance mentor
- If attendance drops below 92%, a stage 2 attendance letter will be sent asking you to attend a meeting with the relevant attendance mentor to discuss how we can support you and your child to improve attendance
- If attendance drops below 90%, or there are three days of unauthorised attendance, an Education Penalty Notice warning letter will be issued
- Any student who is not inside the school by 8:45am is deemed to be late for school
- We place attendance mentors in the reception area of school after this time to ascertain the reason why a student is late for school and to support in improving their punctuality
- If a student is late you will receive a text message and your child will be issued a detention during their break time. It is unacceptable for a student to miss this detention
- If a student fails to attend their break detention, they will be collected at the end of the school day to complete a 30 minute detention
- If a child is regularly late and there is no effort to improve, you will be asked to attend a meeting to discuss how the school can support you and your child to improve their punctuality

The systems that we have in place provide opportunities for us, as a school to support your son/daughter with their attendance and punctuality. If you would like any support and guidance with punctuality or attendance, please contact our attendance team at school.

'Don't be late...be in by 8:38'

Kind regards

Rachael Butler  
Assistant Headteacher



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