

4 November 2024

Dear Parents and Carers

As you will be aware, consistent attendance is key to student success. We thought you might like the following reminders to help your child(ren) stay on track:

1. **Be on Time, Every Time:** Tutor time starts at 8:20 AM. Arriving on time sets a positive tone for the day.
2. **Report Absences Promptly:** If your child is unwell or needs to be absent, please inform the school office by 8:50 AM via phone or email, including the reason for their absence – attendance@klbschool.org.uk.
3. **Feeling Unwell at School:** If a student feels unwell during the school day, they should go to the school medical room rather than phoning a parent directly. The medical staff will assess and determine if the student needs to go home. ***Please note that absences will not be authorised if this procedure is not followed.***
4. **Avoid Unnecessary Absences:** Every lesson counts. Whenever possible, schedule appointments outside of school hours, and plan family holidays during official school breaks.
5. **Early Sign-Out Policy:** If your child needs to leave early, please provide advance notice to the office. They will need to sign out at reception. ***Please note that absences will not be authorised if this procedure is not followed.***
6. **Support Available:** If your child is struggling with attendance for any reason, reach out to their Head of Year for support. We're here to help every student succeed.

Attendance Goal: We aim for at least **97% attendance** school-wide. Every day of learning is valuable - let's reach that goal together.

Thank you for supporting your child's education through consistent attendance.

Best wishes



Fran Bailey
Deputy Headteacher