

# Kingsmead School

A partner academy in John Taylor MAT

Head of School: Mrs M Mincher, MSc, NPQH  
King's Avenue, Hednesford,  
Staffordshire WS12 1DH



Monday 18 December 2017

Dear Parents/Carers,

Ensuring your child has access to a good education is important to us. This letter is to make you aware that guidance for issuing Fixed Penalty Notices for schools in Staffordshire has been updated and the changes will come into effect on 1 January 2018.

Staffordshire County Council has made the amendments to the Code of Conduct to ensure that they are fully compliant to their legal requirements. The legislation from September 2014 that governs absence has not changed, parents still have the responsibility to ensure that their child attends school.

At Kingsmead we have worked with students and parents over the last three years to ensure that students attend school well and are rewarded for doing so.

The key points from the change in the Code of Conduct have been outlined below:

- Parents/carers taking their child out of school for any period of unauthorised leave of absence (holiday), may result in a fixed penalty notice being issued. School can only authorise Leave of Absence in exceptional circumstances.
- Parents/carers may receive a fixed penalty notice if their child is late to school on ten occasions. If a child is late they should follow the school late procedures and parents will be informed by text message.
- If your child has had ten days unauthorised absence or is late ten times over a twelve-week period, you may receive a penalty warning notice and also potentially a fine.

These changes have been agreed with local head teachers and have been implemented to help promote and support good attendance to school.

We have published the Code of Conduct issued by Staffordshire County Council on the school website so that parents and carers can see further information in regard to these changes. Our Attendance Policy has been updated to reflect these changes and is also available on our website, the policy has been approved by the governing body. These documents can be found on <http://www.kingsmeadschool.net/policies-procedures>

Please note, in light of the updates to the school Attendance Policy and the County Councils Code of Conduct any previous correspondence you have had in relation to fixed penalty notices will be replaced by this update.

It is important to remember it is your responsibility to inform the school of a planned absence. Parents and carers that fail to do this will be required to provide evidence to explain their child's absence. Failure to inform the school of a planned absence or provide evidence of an absence that is suspected to be a holiday could result in a fixed penalty notice.

I would like to thank you for your support in ensuring good student attendance at Kingsmead and assure you that we are committed to working with parents on this. Together, we have made improvements in our attendance.

If you require any further information or support, please contact the Attendance Office on 01543 227323.

Yours sincerely

Mr C Bury  
Assistant Headteacher