



Kingsmead School



A PARTNER ACADEMY IN JOHN TAYLOR MAT

Head of School: Mrs M Mincher, Bsc, NPQH

RESILIENT



INNOVATIVE



MINDFUL



EMPLOYABLE



15 December 2023

Dear Parent/Guardian,

I am writing to you to advise you **that your child's attendance is currently below 90%.** (Could we mail merge with **child's name and %**) Student attendance is an important measure of student engagement and an essential to academic success in Sixth Form.

As per the learning agreement signed at the beginning of Sixth Form, attendance below 90% is deemed as 'persistent absence', which if not addressed could impact on **(Name's)** academic performance and ultimately, their place in Sixth Form. This absence could have resulted in a loss of important learning of over 18 hours if attendance is at 90% or less. Therefore, in order to support **(Name)** in closing the gaps in their learning, we require them to stay in school for additional study support until 2.30pm each day until these gaps have been closed, starting on 6th November 2023.

After half-term your child will be required to collect a sheet from the Sixth Form Office which can be signed off by each of their subject teachers to evidence that they have now caught up on all work and closed gaps in their knowledge. Once all of their subjects have signed this off, your child will again be able to leave at the regular time. If your child has already closed their gaps and caught up with all outstanding work, then they can hand in the completed form for their subjects from the first day back to support their continued commitment to learning.

As a reminder, if **(name)** has a valid reason for absence, like a medical appointment, we require written evidence of the appointment to allow us to authorise the absence and plan for any missed learning.

Kingsmead School values the partnership we have with our parents and students, so if there are things we can do together to improve attendance, please contact to the Sixth Form Team using the contact details below:

- **Head of Year 13 – Mrs. Bawn:** s.bawn@kingsmeadschool.net 01543 227327
- **Director of Sixth Form – Mrs. Horsfield:** g.horsfield@kingsmeadschool.net 01543 227354

If you have any questions or would like to speak to somebody regarding this matter, then please do not hesitate to contact the Sixth Form team using the contact details above.

Thank you for your continued support in this matter.

Yours faithfully,

Mrs. G. Horsfield
Director of Sixth Form