



9 December 2022

Dear Parents and Carers

The purpose of this letter is to ask for your support to improve attendance and punctuality at KNGS.

We do appreciate that some students who are very unwell do have extensive amounts of time away from school, these are isolated cases and we work closely with parents and students to support students over time with this.

- In 2018-2019, our attendance rate was 95.7%. This was just below our 96% target, with the majority of students reaching 98%-100%.
- At the end of last week (24 November), our attendance in Years 7-11 stood at 93.49% and in Years 12 and 13 this was 95.23%.
- We want and need to improve our attendance back to at least 96%, with most students maintaining or striving for 100% from this week forward.

When attendance is excellent:

- Most students will establish and retain strong friendship groups;
- Most students are happy and enjoy school;
- Students' personal development improves and they flourish socially;
- Students flourish academically enabling them to progress to a high-quality college or sixth form, university or apprenticeship place of their choice.

As you can see from the tables below, even at 95% attendance, students are missing out on 9 valuable days of learning per year. As you can imagine, the impact of missing this or longer can be huge on students' social and academic life.

Attendance: What do these attendance % mean in reality over a 1 year period?		
Attendance %	Number of lessons learning lost	Number of days and weeks learning lost
85%	150	6 weeks! (35 days)
90%	100	4 weeks! (20 days)
94%	55	11 days
95%	45	9 days
96%	25	7 days
98%	20	4 days

Punctuality: Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed	
Minutes Late per day	How Many School Days/Weeks Missed in 1 Year
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

What we are doing as a school to raise the profile, importance and celebrate great and improved attendance and punctuality:

- **Student attendance and punctuality assembly week** beginning 12th December. Explaining the importance of attendance and punctuality with students and sharing our new (on top of great learning) incentives for both maintaining and improving attendance.





- **Theme of the week:** tutor time teaching to explore importance of attendance and punctuality further.
- **Share the attendance ladder (see below).**
- **Retain current attendance and punctuality certificates and 'Zero and Zenith' awards** which link excellent attendance with excellent behaviour.
- **Praise points** for each week of 100% attendance and punctuality.
- **Weekly year group prize draw** for those with 100% attendance and punctuality.
- **Weekly year group prize for draw** for **improved** attendance and punctuality from the previous week.
- **Fortnightly year group prize draw of a £10 voucher** for 100% attendance and punctuality for two weeks.

We understand and appreciate that ensuring students have 100% attendance takes effort from parents and carers and improving attendance to a collective 96% is often even harder. We want to recognise this whole family effort and thank you for your support, therefore there will also be:

- **Half-termly, two family prize draws;** one for most improved attendance over a half-term and one for 100% attendance over a half-term. There will be a choice of prizes, including family cinema tickets and family takeaway vouchers.

How we need you to help?

- Please talk to your child about the importance of attendance and punctuality, even if their attendance is already very good.
- Talk to us if you feel there are barriers or concerns to your child attending school or punctuality as soon as possible, even if their % attendance is still good.
- Unless your child is really unwell or infectious, encourage them to come into school. If they are really unwell in school, we will contact you straight away.

Attendance and punctuality is important and to improve it needs all of us to aim for 100%.

We look forward to sharing our successes as we go through the year and we hope that the families who win the draws enjoy the family incentives we will be offering.

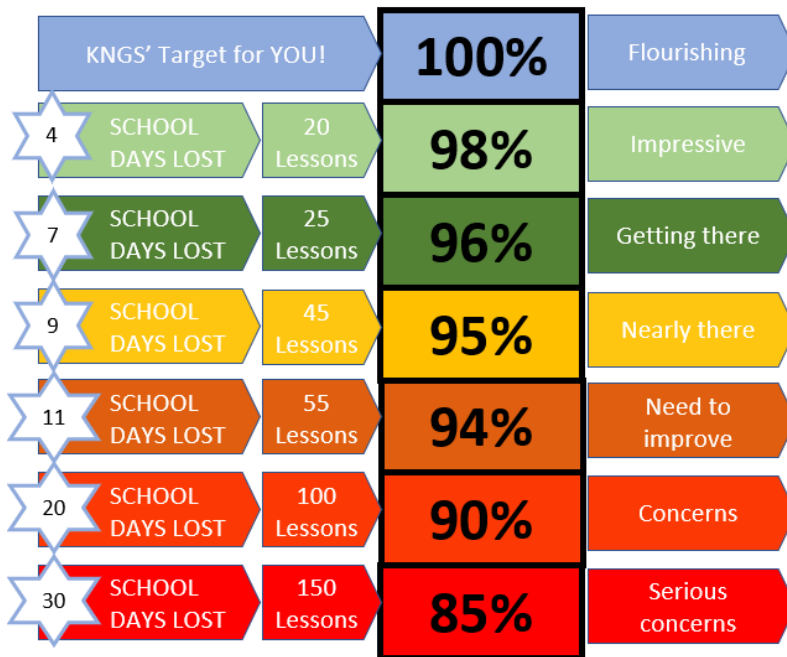
Thank you as always for your support.

Yours sincerely,

Mr David Gunn
Deputy Headteacher



Attendance Ladder
Every second counts. Be in. Be on time.
Absences add up and have a detrimental effect on your learning and well being



Opening a world of opportunities
Demonstrating Respect and Courage in order to Flourish

