

5th January 2018

Dear Parents & Carers,

Re: Welcome back and NEW ATTENDANCE INFORMATION

I hope that you have had a lovely Christmas and New Year holiday with your family and friends. As a New Year begins, we are expecting that we continue to work together to enable your child to achieve all the success that they deserve. For the Year 11 students – the exams season is getting under way with lots of exam admin in the background and exam preparations with your child in their lessons and after school.

Other events at Kettlebrook include trips out to various places and guest speakers coming into school to work with our students. Once again trying to give your child various opportunities to experience new things and become responsible citizens.

Staffordshire County Council has changed their policy on student absences from school. This includes the following message from Paul Senior, Head of Education Vulnerable Learner Services 0-25.

From the 1st January 2018:

PENALTY NOTICE FOR LEAVE OF ABSENCE (HOLIDAY) IN TERM TIME:

From the 1.1.18 and ANY period of unauthorised leave may result in you as a parent receiving a penalty notice fine. The Interim Executive Headteacher, Mrs Rogers, will continue to be the only person able to authorise leave in term time, but this will apply only in exceptional circumstances. Any unauthorised absence will be referred by Mrs Rogers to the Local Authority.

PENALTY NOTICE FOR PERSISTENT LATENESS:

Previously a student had to achieve 20 unauthorised late marks before a penalty notice warning could be issued. THIS HAS NOW CHANGED TO 10 MARKS, and late marks do not have to be one after the other in order for the penalty notice to be issued. You are therefore encouraged to ensure that your child attends school on time – and if not you must inform the school of the reason why they are late.

PERIOD OF TIME USED TO MEASURE PERSISTENT ABSENCE & LATENESS:

If your child has had 10 days unauthorised absence or is late 10 times over a 12 WEEK period, you may receive a penalty warning notice and also a potential fine.

Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website www.staffordshire.gov.uk/education

If you wish to discuss this information or anything else – please don't hesitate to contact me at School.

Yours sincerely

Mrs K Rogers
Interim Executive Headteacher

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