

Year 11 Protocol

As your child will be starting back in year 11 we need to make you aware of the year 11 Attendance Protocol. As a school we have a duty of care to inform all year 11 parents of this protocol regardless of their child's current attendance.

The attached letter explains fully the year 11 protocol but we wanted to reassure you, as parents, that if your child has good attendance and any absence is authorised, this will not affect you. This is specifically aimed at those students whose absence is unauthorised and is a cause for concern. This will include lates after the register has closed at 8.45am which will be coded as unauthorised.

Our aim, as always is to give you as much support and information on how to ensure your child achieves the best possible outcome for their year 11 at Kingsdown. We know that attendance of above 95% will ensure that your child will achieve at least 1 GCSE grade higher in all their subject areas.

We thank you for your continued support in ensuring your child attends school regularly on time and engages in all of their lessons. The NHS online guidance '[Is my child too ill for school?](#)' gives advice on when to keep your child at home and when it might be better to send them into school. There is also lots of useful guidance and information on the [attendance and absence section](#) of our website.

If you do have any concerns regarding your child's attendance please do not hesitate to contact either Mrs Matthews your child's Progress Leader at matthews@kingsdownschool.co.uk or Mrs Williams our Attendance Officer studentabsence@kingsdownschool.co.uk

Yours sincerely



Mrs Leigh-Bennett
Headteacher



Mrs Williams
Attendance Officer

The government national average for all pupils in secondary schools should be over 95%. Kingsdown's expectation for this academic year is 97% for Year 11 students.

The government has introduced Fixed Penalty Notices as a way for Local Education Authorities to deal with some cases where children miss school for reasons which cannot be approved by the school.

The issuing of a Fixed Penalty Notice will give a parent the opportunity of paying a fine instead of going to court. The fine is £80 if paid within 3 weeks, going up to £160 if paid within 4 weeks.

This letter is to inform you that Swindon Local Authority issue Penalty Notices in some cases of poor attendance/punctuality. We can issue a Fixed Penalty Notice when there are 10 or more unauthorised absences i.e. Code O=Unauthorised Absence or Code=U Late After Registration. Penalty Notices can be issued for individuals up to three times during the academic year.

This does not include unauthorised absence due to holidays taken in term time i.e. Code G=Unauthorised Family Holiday, which will be dealt with separately. Explanation of Attendance codes and penalty procedures can be found on the school website.

I will be working closely with the Year 11 Progress Leader, Mrs Matthews, to monitor and promote attendance and punctuality of Year 11 students from September 2026.

Please ensure that your child attends school regularly and, if unable to do so, that the school is fully aware of the circumstances. If there are any difficulties which your child is experiencing, then please contact me on 01793 822284 or email: studentabsence@kingsdownschool.co.uk