

Dear Parent/Carer

### 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.

If you do have any concerns regarding your child's attendance please do not hesitate to contact either Mrs Crawford your child's Progress Leader at [mcrawford@kingsdownschool.co.uk](mailto:mcrawford@kingsdownschool.co.uk) or Mrs Williams our Attendance Officer [studentabsence@kingsdownschool.co.uk](mailto:studentabsence@kingsdownschool.co.uk)

Yours sincerely



Mrs Leigh-Bennett  
Headteacher



Mrs Williams  
Attendance Officer