



8th September 2023

Dear Parent or Carer,

It has been a delight to see all our students return to school this week and I am pleased to say that they have settled in well. I would like to take this opportunity to thank our Year 9 and 10 parents/carers for accommodating the change to the return date; this has really helped us to integrate all our students into school safely.

Further to my letter to you on Tuesday, I would like to make you aware of further news and updates.

English Block Toilet Refurbishment

The English Block toilets will be handed over for our students to utilise sometime next week. Our students have been asking for new toilets for several years and we are delighted to be able to deliver such amazing facilities. A further 14 cubicles will be available once the main block refurbishment has been completed over the coming weeks. I would like to thank you our students for being patient and supporting us with the adaptations that are currently in place.

Additional date for your diary

A date for the Year 10 Progress Evening was missing from your Key Dates table. This will take place on **Thursday 25th April (4:00-7:00pm)** and is an opportunity for Year 10 parents/carers to meet with their child's subject teachers. This date has been added to the 'Key Dates for your Diary' page which can be found on our school website and using the links table below.

Communication and Useful Information

Our monthly newsletter will be launched in October with regular updates and achievements. We are also creating a parent's page on our school website with quick links to useful documents such as term dates, key dates for your diary and letters. We will also include hyperlinks and QR Codes on our newsletters and letters that link you to these documents quickly.

To keep up to date with activities, events and achievements, please ensure that you are following us on X (formerly known as Twitter) in at @KNGSchoolB78. From Monday 11th September, we will no longer be utilising Facebook as a form of communication.

Aspirations Wall

We would like to create an Aspirations Wall in our school corridors. To create this, we would like to display photographs of past Kingsbury students in their place of work. The purpose of this is to open the eyes of our students to the different careers and roles that they could aspire to achieve, in a relevant and celebratory way. If you are an ex-student or know an ex-student that would like to contribute, please contact Felicity Biddle at felicity.biddle@castlephoenixtrust.org.uk. We would need your name, occupation, years spent at Kingsbury School and a photograph at your place of work, or in work attire.

Tamworth Road, Kingsbury, Tamworth, B78 2LF

T: 01827 872316 | **E:** admin4111@welearn365.com | **W:** www.kingsburyschool.co.uk

Registered Office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385



Headteacher
Mr M Clarke

Part of the **Castle Phoenix Trust**
Leading learning and excelling together
www.castlephoenixtrust.org.uk



Christmas Fayre

We will be holding a school and community Christmas Fayre on **Saturday 16th December 2023** (12:00-4:00pm). If you would like to help organise the event or would like to purchase a table to sell crafts or other appropriate items, please contact Felicity Biddle at felicity.biddle@castlephoenixtrust.org.uk to express your interest. The cost of a table or space is £15. Further details and publicity about the Fayre will follow over the coming weeks.

Attendance

At Kingsbury School, we seek to ensure that all students receive a full-time education which maximises learning opportunities. Our school will strive to provide a welcoming, caring environment, whereby each member of our school community feels wanted and secure. All school staff will work with and support students and their families to secure good attendance and punctuality.

Parents and carers have a vital role in promoting the importance of good attendance and we ask for your support to ensure that your child is punctual and present at every opportunity. Children who attend school regularly make better progress both academically and socially.

We understand that there may be exceptional circumstances for absence. This can only be authorised by the Headteacher, within the boundaries set by the Education (Pupil Regulations) (England) Regulations 2006. In these circumstances, parents/carers will need to complete an application for leave of absence during term time. Any applications for holidays during term cannot be authorised. **Please find attached updated information for parents/carers in relation to leave of absence during term time.** This information will also be available on our school website parents page.

Please note that students should arrive at school for 8:30am. Our first session starts at 8:35am.

Phoenix Suite

This year, we have launched our newly reconfigured Phoenix Suite (formerly our Pastoral Hub). The Phoenix Suite is home to our Pastoral and Inclusion Teams, providing support, care and guidance to our students and their families. Parents/carers can contact the Phoenix Suite using Option 1 on the menu when you call reception. Students can contact the Phoenix Suite during social time or through their form tutor.

Phoenix Suite Staffing: Mrs Williams, Deputy Headteacher (Behaviour and Welfare)
Mrs Hurley, Assistant Headteacher (Behaviour and Welfare, Designated Safeguarding Lead)
Mr Coniff, Associate Assistant Headteacher (Behaviour, Welfare and Standards)
Mrs Moores, Associate Assistant Headteacher (Inclusion and SEND)
Ms Franks and Miss McDonnell (Key Stage Leaders)
Mrs Bancroft, Mrs Coniff, Mrs Beirne, Mrs Job (Pastoral Leaders)
Miss Wilson (Behaviour Mentor)
Mrs Dagnall and Mrs Dyson (Inclusion Support Coordinators)
Mrs Baker, Mrs Clarke, Mr Jones, Mrs Jones; Mrs Noakes, Mrs West (Inclusion Team)
Mrs Bagley (Welfare Support Officer)
Mrs Smith (Attendance Support Officer)
Miss Blaby (Phoenix Suite Administrator)
Mrs Bracher (Emotional Wellbeing Coach)

Best wishes,

Mr M Clarke
Headteacher

LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS

The Supreme Court clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

If the leave is granted, Head teachers are able to determine the number of school days a child can be absent for.

It is for the Head teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).

Each application for a leave of absence will be considered on a case-by-case basis and on its own merits.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent, by way of a Fixed Penalty Notice. All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council.

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority

Warwickshire School pupils recorded 96,366 half day sessions of absence due to holiday in the Academic year 2021/22.