



KING JAMES'S SCHOOL

KNARESBOROUGH

November 2024

Dear Parent/Carer

As we enter the second half of the autumn term, I would like to take this opportunity to remind all our students and parents about the importance of great attendance at King James's School.

Attendance and time keeping are essential to ensure optimum learning and are also a key life skill for any college, university, career, apprenticeship or furthering their education in a specific direction. References are always requested whatever path your child takes in the future and attendance is a crucial element along with good qualifications. Alongside this, school plays an important role in social and societal learning and provides an opportunity for enrichment in other areas, such as drama and sporting opportunities.

We are writing to inform you of the changes to the close of school registers, in line with [DFE guidance 'Working Together to Improve Attendance'](#).

In order for the school to adhere to this guidance the school must close registers 30 minutes after the start of the school day and code (U) for any student arriving 30 minutes after their expected time school.

If your child arrives late after the close of the registers this will be marked as an unauthorised code in the register and will result in the whole session being marked as absent, impacting on overall attendance. As the start of the day is 8.45am, this means that any student arriving after 9.15am will be recorded as absent.

We will work closely with you to ensure appropriate and early support is offered where punctuality is a concern.

I kindly request your support in promoting regular school attendance and encouraging your child to prioritise their education. Together, we can help them to reach their full potential and equip them with the skills and knowledge they need to succeed in this ever-changing world.

Thank you for your continued cooperation and partnership in your child's educational journey. Should you have any questions or concerns, please do not hesitate to contact us.

We look forward to working together to make this academic year a memorable and enriching experience for your child.

Mrs C Martin
Headteacher