



Wednesday 17<sup>th</sup> June 2026

Dear Parents and Carers,

I am writing to inform you of an update to our Attendance Policy regarding appointments that require pupils to be absent from school during the school day.

From Monday 22<sup>nd</sup> June 2026, where a child needs to attend a medical, dental, hospital, or other professional appointment during school hours, we will require proof of the appointment for the absence to be authorised. Proof of appointment can be provided in the form of an appointment letter, email confirmation, text message, or screenshot and should be sent to the school office via email ([ktpsadmin@kingstoneacademy.co.uk](mailto:ktpsadmin@kingstoneacademy.co.uk)).

Wherever possible, we ask that parents and carers notify the school and provide the proof of appointment at least 48 hours before the appointment. We appreciate that this may not always be possible in cases of urgent or short-notice appointments, and we will of course take such circumstances into account.

This change will help us maintain accurate attendance records and ensure that all absences are appropriately authorised in line with our statutory responsibilities.

We appreciate your cooperation and support in helping us maintain high standards of attendance for all pupils. If you have any questions regarding this update, please contact me on [jbull@kingstoneacademy.co.uk](mailto:jbull@kingstoneacademy.co.uk)

Yours sincerely,

Joe Bull

Assistant Headteacher

Attendance Lead