



January 14<sup>th</sup> 2019

Dear Parent/Carer

Good attendance at school is the single most important factor in ensuring that your child will maximise their learning opportunities. By attending the Academy every day, your child takes an important step in reaching their full potential. Research completed by the Department for Education found that every day missed is associated with a lower attainment outcome at both KS2 and KS4. The more time your child spends around other children, the more chance they have of making friends and feeling included, boosting their social skills, confidence and self-esteem. Promoting positive school attendance is therefore everyone's responsibility.

The Academy wants your child to have the education and skills they need to live a happy and fulfilling life. With this in mind, there are two factors that the Academy must consider that could lead to making a request for the council to issue consequences for poor attendance. Please note that the Principal will only authorise leave of absence in very exceptional circumstances.

#### **Unauthorised Leave (Holidays in term time)**

You will be aware that no leave of absence from the Academy for a holiday in term time can be taken without authorisation of the Principal. Should you take your child out of the Academy for a holiday, you could be issued with a Penalty Notice Fine. Penalty Notices will be issued to each parent for each child they take out of the Academy for a holiday.

#### **Irregular Attendance at the Academy**

The Academy may write to you to advise that there are concerns with your child's irregular attendance. It is very important that you work closely with us to ensure your child is able to attend every day wherever possible. If your child's attendance is not at the expected level, the Academy will offer support to you and your child to ensure an improvement to attendance is made. However, should the support not have the required improvement in attendance, we may send you a penalty notice warning letter. If there are any further unauthorised absences in the following 15 school days, we will issue you with an Education Penalty Notice. The penalty notice is a fine of £120 but is reduced to £60 if paid within 21 days. Walsall Council will decide if a penalty notice can be issued but may decide to prosecute instead. Where it is decided that a prosecution should take place, they will write to you offering you the chance to attend a meeting with an Enforcement Court Officer.

Following this meeting the Enforcement Court Officer will decide if a prosecution will take place and a summons will be requested from Court.

It is the responsibility of the parent / carer to inform the Academy when their child is absent and ensure the Academy is given the reason for the absence. If contact is not made by parents, the attendance team will attempt to make contact and may leave a message. If you receive a message (voicemail or text) from the attendance team it is your responsibility to respond with the appropriate information. Failure to do so could lead to further sanctions.

If you are experiencing any difficulty with your child's attendance, please contact us on 01922 721071 and select option 1 for attendance. Alternatively, you can contact us through the my ed app. Further information regarding attendance is also available on our new website.

Yours Sincerely

A handwritten signature in black ink that reads "Keith Whittlestone". The signature is written in a cursive style and is positioned above a solid black horizontal line that spans the width of the signature.

Keith Whittlestone  
Principal