



THE
ADEYFIELD ACADEMY
Learning Without Limits

Dear Parent/Carer

Re: School Attendance and Punctuality

At The Adeyfield Academy, we want all of our students to enjoy school and achieve their potential. We are committed to promoting excellent levels of attendance and punctuality. Our attendance target is 96% and our aim is for our students to exceed this level, enabling them to take full advantage of the educational opportunities available to them and improve their future life chances. We would appreciate your support to ensure that your son/daughter achieves this.

Our School Attendance Policy may be found on the school's website. As part of this policy, the school would like to keep parents informed regarding attendance and will contact parents in writing when attendance drops below 93%.

Parents are legally responsible for ensuring that their children attend the school (at which they are registered) regularly, punctually and ready to learn. The Department for Education classifies children whose attendance falls below 90% as Persistent Absentees.

If your son/daughter is absent from school, please contact us on each day of absence and provide the reason. On return to school, the reason for your daughter/son's absence should be confirmed in writing, and passed to their form tutor. It is the Principal's decision as to whether this absence is authorised or not. In most cases, absence is genuine and marked as authorised on the register.

The school day consists of two sessions, the morning and the afternoon. Registers are taken twice daily at 8.35am and 1.50pm. In the mornings, the registers close at 9.35am. Should your child arrive after the register has been closed, this will be marked as an unauthorised absence unless a reasonable explanation is provided.

The school will follow up lateness, unauthorised absence and students with low levels of attendance. Ongoing poor attendance and/or punctuality may result in the school making a request to the Local Authority for a Penalty Notice (explanation below) or a referral to the Attendance Improvement Officer when court proceedings may be considered.

If a student has at least 15 sessions (half day = 1 session) of unauthorised absence in the current and/or previous term, including leave of absence where permission has not been requested, or requested and denied, the Principal can apply for a Penalty Notice to be issued by the Local Authority. The amount payable is £60 if paid within 21 days or £120 if paid after 21 days but within 28 days of receipt of the notice. Separate notices are sent to each parent for each child. Parents can discharge potential liability for conviction by paying the penalty. Should the fine not be paid in full within 28 days, the Local Authority must consider prosecution.

Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006 state that 'Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances', outlining the conditions under which leave of absence may be granted. Should parents/carers need to request leave of absence during term time for exceptional circumstances. A copy of the relevant form is on the school website and return it to me no less than 4 weeks before the date that you are requesting the period of absence to start. I will inform you of my decision in writing and may request an appointment with you.

May I remind you that the school operates Penalty Notices for unauthorised absence of 15 or more sessions across the current and/or previous term. Leave of absence will be unauthorised:

1. should a request for leave of absence be declined but the time taken
2. if a parent/carer takes a child out of school for leave of absence without requesting permission
3. when a child fails to return to school following authorised leave of absence for exceptional circumstances on the agreed date.

Unauthorised leave of absence of 15 or more sessions may lead to a Penalty Notice being initiated.

Our aim is to work with you and our students to ensure that the courses of action, outlined above, are not necessary. Students are regularly praised and rewarded for improved and good attendance and punctuality and we look forward to working together with you to support the future of your son/daughter.

Yours sincerely

Headteacher