



27 May 2021

Dear Parent/Carer

Re: School Attendance

We are writing to you about attendance to provide you with a clear outline about absence procedures and the School and Local Authority's responses to poor pupil attendance. We at the Skegness Academy have always promoted high levels of attendance and will continue to act where there are unsatisfactory reasons for absence.

However, there will be times when absence is unavoidable and acceptable. This letter explains the approach we are following to manage attendance.

Types of Absence

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

Unacceptable Reasons for Absence

The following reasons for absence are not acceptable:

- Minor "illnesses" such as colds, sore throats, period pains, hay fever, feeling unwell, run down, tired or "under the weather"
- Late nights
- Care for family members
- Family days out
- Parents' work commitments or business trips
- Holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- Parental illness
- Absent due to being on antibiotics – students can still attend school; parents are able to leave medication at reception for staff to administer at lunch time. Please note this is only necessary if medication needs to be taken 4 times a day

A Negative Point will be given to students for any unauthorised days absent.

Unauthorised absences may result in a Fixed Penalty Notice being issued.

Cont'd

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Illness and First Day Call

If your child is unable to attend school through illness you should inform us by telephone on the first day of absence before 9.00am. Alternatively you can email us at SKA-attendance@skegnessacademy.org.

It is useful to know the expected day of return. It is important that you ring for every day of absence for safeguarding reasons. If your child contacts you throughout the school day to report illness please contact a member of staff **before** picking up your child – this is for obvious safeguarding reasons.

Where the child is absent through illness or medical appointments this will normally be counted as authorised, we do require medical evidence such as GP appointment card, hospital letter, prescription etc. Where we have concerns over excessive absence patterns through illness, we will contact you to discuss any medical issues your child may have so that we can support where needed and complete an action plan to improve on attendance.

Medical/Dental Appointments

Ideally, it is preferred if these appointments can be arranged outside school hours. Where children need to attend such appointments during the school day it is important they attend school before and after their appointment. We do require a copy of the appointment letter or text so that this can be authorised.

Emergency Occasions

There are some occasions e.g., bereavements, family problems, etc. where it may be inappropriate for children to attend school; we will be sympathetic to such needs.

Lateness

Please try to ensure that your child arrives at school by 8.40 am, students arriving after this time will receive a 50 minute after school detention for lateness - this is non-negotiable. Meeting and exchanging news with friends before school is important for the children's social development. Lateness causes problems over register marking and missed instructions not to mention a disruption to others' learning. Where a genuine reason for lateness exists, this will be an authorised absence.

What we are aiming for

Expected attendance here at the academy is above 97%. Students with attendance that falls below 92% will be referred to the Education Welfare Team and parents and students will be expected to attend School Attendance Meetings to discuss how attendance can be improved. You will receive a letter at the end of each term to inform you of your child's attendance for the year so far.

Cont'd

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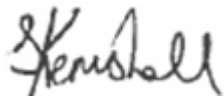
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Our duty of care in responding to unauthorised and persistent absence – consequences

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Where attendance levels are low and where there are invalid reasons (judged by the Education Welfare Service, not the parent) for a pupil's frequent absence or where parents condone absence (e.g. by taking children out of school on unauthorised holidays) then parents render themselves liable to a fine of £60 per pupil per parent. Of course, no one wants this to happen, but we need to be very clear about the issue. We hope that these notes will help you to have a clear understanding about the school's expectations in this matter.

Thank you for taking the time to read this letter and we would be pleased to answer any questions you may have about our approach to maintaining and improving our attendance.

Yours sincerely

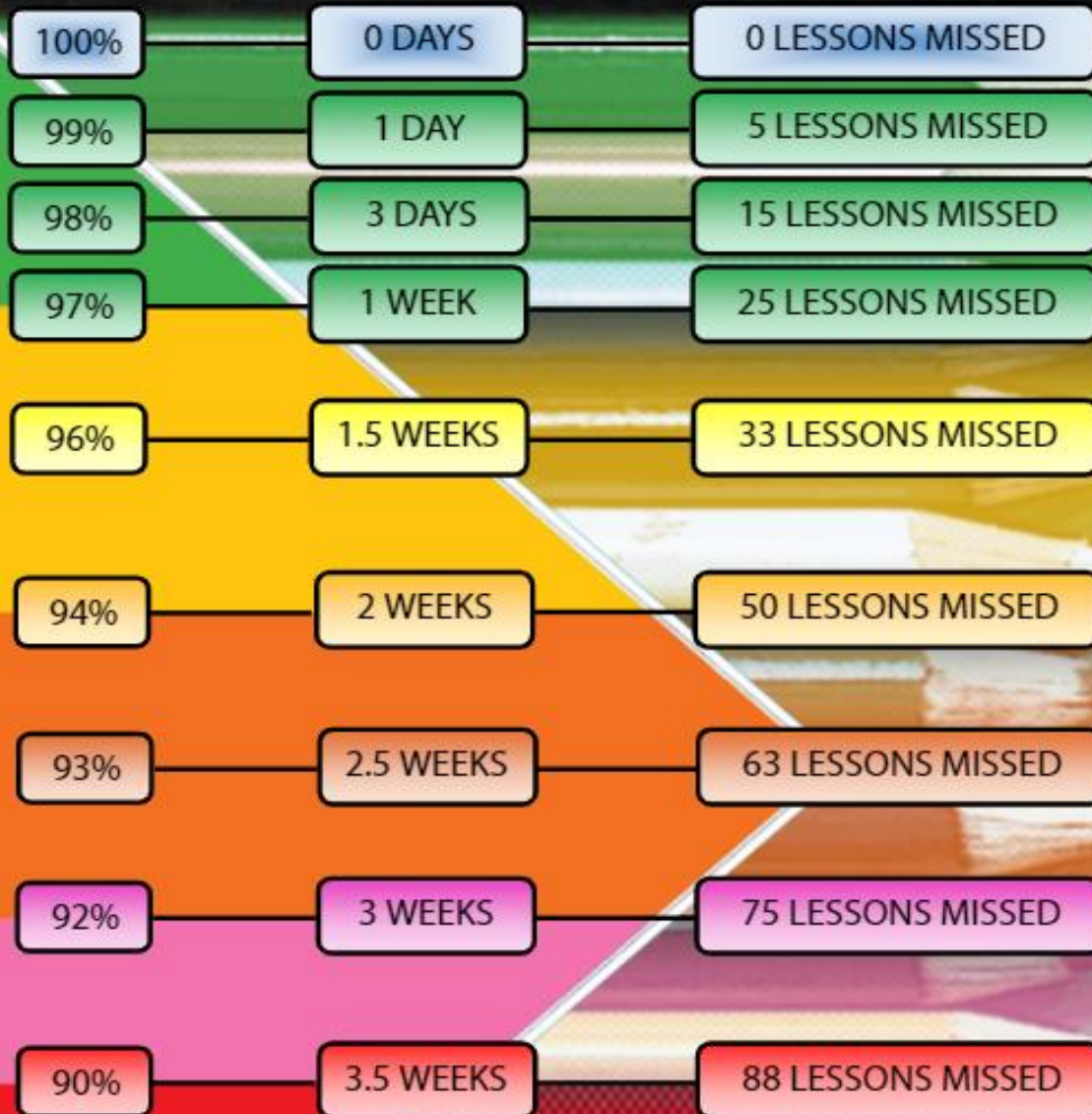


Mr S Kemshall
Deputy Principal

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Attendance Matters



**MAXIMISE YOUR POTENTIAL.
ATTEND SCHOOL EVERY DAY.**

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