



SKEGNESS ACADEMY

Principal: Mr C Gissendorf
PA to the Principal: Mrs J Abbott
Burgh Road, Skegness, Lincolnshire PE25 2QH

Telephone: 01754 879122
Email: adminsk@skegnessacademy.org
Website: www.skegnessacademy.org



@SkegnessAcad

July 2025

Dear Parents/Carers

Attendance 2024-2025

We are looking forward to welcoming your child back into the Academy for the 2024-2025 academic year. Throughout the year we will be expecting and promoting good attendance to school to ensure students can be academically successful, socially interactive and supported with their health and wellbeing. Our expectations for attendance are understandably high and this will be carefully monitored throughout the school year. As parents, we want you to be fully aware of the processes in place so we can work together to maintain high attendance for all students.

Parental Responsibility and Reporting Illness – How can I help as a parent/carer?

It is the legal responsibility of parents and carers to ensure their child attends school every day, except in a small number of allowable circumstances, such as being too ill to attend. If your child is ill, you must contact the Academy every day of absence, through the following methods of communication by 9:15am:

Telephone: 01754 879122

Email: attendance@skegnessacademy.org

If we are not notified of an absence and your child does not have a present mark for their period one lesson by 9:30am you will be alerted by text message, as part of our safeguarding responsibility. If you do not respond to the text message, by phoning the school, you will receive a phone call from the pastoral team to discuss your child's absence. If we are unable to reach you, this may result in you receiving a home visit by the attendance team.

The Skegness Academy is part of the Greenwood Academies Trust

The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339. A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham, NG4 2JY. Further information about us is available at <http://www.greenwoodacademies.org>



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Types of Absence - When will absences be recorded as authorised or unauthorised?

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

Please note this is a decision that will be made by the school based on your child's attendance record.

The following examples are unacceptable reasons for absence:

- shopping visits
- care for family members
- days out to theme parks or to attend concerts/shows
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- parental illness
- minor illnesses (child)
- tiredness
- Incorrect uniform

Please note, the school can request medical evidence for absences related to illness if they need clarification, to be able to accurately record absences on the attendance register. If a child has been coded as ill for 5 consecutive days, then medical evidence must be provided for further absences to be authorised during this period.

Fixed Penalty Notices – When will they be issued?

As stated in the national framework for Fixed Penalty Notices, a Fixed Penalty Notice will be considered if your child meets the threshold of 10 sessions (5 days) of unauthorised absence, in a rolling period of 10 school weeks. The combination of unauthorised absences can be met in any combination of unauthorised absence, for example, 6 sessions (3 days) taken in one week and 1 session (1/2 day) for the following 4 weeks. In addition, the 10 school weeks can also span over different terms or school years (e.g. 2 sessions (1 day) of unauthorised absence in a Summer Term and a further 8 (4 days) within the Autumn Term).

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A Fixed Penalty Notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. From the autumn term 2024, 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period will be charged at a higher rate.

Please see below for details:

- The first Fixed Penalty Notice issued to a parent in respect of a particular pupil will be charged £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second Fixed Penalty Notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third Fixed Penalty Notice cannot be issued within a 3-year period. In this case where the unauthorised threshold is met, alternative action will be taken, and the school will consider prosecution or other legal intervention.

Holidays – Does the Academy allow holidays?

No term time holiday will be authorised. We have extended our October half term to support parents with being able to enjoy a family holiday. If you wish to apply for a leave of absence due to exceptional circumstances, it must be requested in writing to the Principal, 6 weeks before the date of departure.

Home Visits – Why does the Academy carry out home visits?

As part of our safeguarding responsibility a home visit may be carried out if your child has been absent from school for 3 or more consecutive days. Please note these will be carried out irrespective of whether you have phoned regarding the absence, as this is in line with our safeguarding and attendance policy.

Attendance Barriers – How will the Academy support absence?

We fully understand that in some cases there may be personal difficulties or barriers that prevent good attendance. In this instance you must inform the attendance team immediately, so they are able to offer a wide range of support and strategies to ensure your child can attend. If there are issues in school, then you must contact your pastoral team immediately so these can be resolved. Failure to send your child into school for this reason will not be authorised.

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Rewards – Will my child be rewarded for good attendance?

As part of our rewards system, students will be recognised and rewarded for achieving and maintaining good attendance. Specific initiatives will be communicated to students and parents on a termly basis through text message and Facebook. Finally, I want to thank you in advance for your support with the expectations outlined above. These clear processes have been implemented with the academic performance and wellbeing of all students being the central focus. If you have any questions or concerns, please do not hesitate to contact me on the following:

Email: sferrier@skegnessacademy.org

Telephone: 07801899953

Yours sincerely

Mrs S Ferrier

Mrs Sarah Ferrier
Senior Assistant Principal

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