



# Washwood Heath Academy

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## Appendix 1

# Spotlight on Attendance

*A very important message for all parents*

07-09-2015

Dear Parent,

Washwood Heath Academy are working in partnership with parents to improve school attendance. **We would like to congratulate the many parents/guardians who make sure their children attend the Academy regularly.**

It is a parent/guardian's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006.

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to the Academy immediately to resolve the issue) are not acceptable reasons to be absent, including if your child arrives at the Academy after the close of registration at 9.05am. All of these will be recorded as unauthorised leave. Religious observance absence is authorised at the Head of the Academy's discretion, any extra days taken will be unauthorised absence as previously notified in the Governor's letters to parents. Leave in term time will only be authorised in exceptional circumstances. Parents must complete a form requesting Leave at least three weeks in advance of any travel, detailing the reasons for taking their child out of the Academy during term time. Please note that any decision I make is final.

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### Legal action that may be taken include:

- **Issuing penalty notices:** Each parent/guardian receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents/guardians and two children the total penalties could be up to £480. Failure to pay may result in prosecution.





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- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence a period of imprisonment of up to 3 months.

**Being taken to court could result in you having a criminal record.**

**How does your child compare?**

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

**Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.**

If your child's level of absence is of serious concern you will receive another letter advising you about improving attendance. After this, any further unauthorised absence may result in the Academy and the Local Authority taking legal action.

We will improve attendance by making it clear within the Academy and local community that unauthorised absence is not acceptable. You will be informed of the number of penalty notices issued, prosecutions and the level of fines.

**Again, we would like to thank those parents who make sure their child is attending the Academy regularly and are therefore benefiting fully from their educational opportunity.**

Yours sincerely,

Mrs H McLachlan  
Head of Academy

