



## Attendance 2023-2024

Dear Parent/Carer

We are looking forward to welcoming your child back into the Academy for the 2023 -2024 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/carers?**

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](mailto: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 cannot contact you, the absence will be recorded as unauthorised.

Please also note, that if your child has been absent, for any reason, for more than 5 days in any 6-week period further absence will be unauthorised unless medical evidence is provided.

### **Authorised and Unauthorised Absences – What happens when there is a repeated absence?**

We aim for all students to maintain 97% attendance and above to ensure a successful education. To support these high attendance expectations, if your child's unauthorised absence exceeds 5%, they will be on Tier 1 –see below table, their attendance will then be monitored weekly. If a child's attendance drops below 90%, they are classed as a persistent absentee and a fixed penalty notice (FPN) warning will be issued. For those who have already had a FPN served by the local authority a legal file will be prepared for service at Magistrate's Court.

The attendance team will regularly update you on your child's percentage of unauthorised absence. Lincolnshire County Council will be requested to fine parents if unauthorised absence exceeds 15% in a 6-week period.

### ***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>

Tier 1 –Below 95% or 5% unauthorised absence	A parental meeting will be arranged with the attendance team. If parents fail to attend, this will be completed with your child and an action plan will be put in place, a copy will be sent to you.
Tier 2 -	If your child's attendance does not improve after a 4-week period another meeting will be arranged, and a signed target agreement will be completed.
Tier 3	If the targets are not met after a 4-week period, a Fixed Penalty Notice warning letter will be issued
Tier 4	If there is not improvement after a six-week period, then a Fixed Penalty Notice will be issued

#### **Holidays – Does the Academy allow holidays?**

No term time holiday will be authorised. However, if your child's attendance is above 95% you will not receive a fine if you have completed a Leave of Absence form 12 days before your holiday.

#### **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.

#### **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](mailto:sferrier@skegnessacademy.org)

**Telephone:** 07801899953

Yours sincerely

Mrs Sarah Ferrier  
**Senior Assistant Principal**

#### ***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>