

Our Ref: JP/EH/RMO/Attendance

28<sup>th</sup> April 2023



Wednesfield Academy  
www.wednesfieldacademy.co.uk

Dear Parents/Carers

I am writing to update you on the latest guidance from the Department for Education regarding attendance. This guidance, and Wednesfield Academy's attendance policy, reinforces that excellent attendance is central to high levels of academic attainment, as well as preparing pupils for future education and employment. It is pivotal that parents/carers ensure that their child is in school and on time each day, unless in exceptional circumstances. If your child is going to be absent from school, then please inform the school by telephone before 8:30 am. Attendance is a learned behaviour and if pupils do not attend school regularly then they do not learn the importance of commitment, dependability and good timekeeping.

In the government's most recent guidance published last year, ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)) it states that:

*'The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.'*

*'Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.'*

The guidance provides statistical evidence showing the negative impact poor attendance has on academic achievement and life chances, when compared with pupils with higher levels of attendance.

If your child has below 90% attendance and they are not in school for health reasons, we will require medical evidence in order to be able to authorise the absence. The government considers any pupils with below 90% attendance to school as persistently absent.



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If your child is regularly absent from school and has below 90% attendance, then the Local Education Authority may take legal action. I would also like to remind you that holidays/trips during term time are not authorised. There are many opportunities to take family holidays either during half terms and the Easter, winter and summer breaks. The Wednesfield Academy attendance policy (<https://wednesfieldacademy.com/policies/>) states:

*'HOLIDAYS 6.1 The Headteacher will not be able to grant any leave of absence during term time. 6.2 This applies to all pupils who are required to be in statutory education. 6.3 If a parent/carer decides to take a holiday in term time and it has not been authorised, they will receive a Fixed Penalty Notice (FPN) and have to pay £60 for each child removed from school. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per parent per child and must be paid within 28 days to avoid potential prosecution.'*

I would like to thank you for your support on this crucial matter. If you have any queries, please do not hesitate to contact your child's Head of House by calling 01902 558222 or email [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk).

Yours faithfully



Mr Phillips  
**Acting Headteacher**



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