



Featherstone Academy

The Avenue
Featherstone
Staffordshire
WV10 7AS

10th September 2019

Headteacher: Caroline Jobling

Dear Parents/Carers,

Tel: 01902 734167

Email: office@featherstoneacademy.co.uk

Website: www.featherstoneacademy.co.uk

Important attendance information

Dear Parents / Guardians,

I am writing to you to ensure you are fully aware of the importance of punctual attendance as well as your requirements as a parent/carer of the serious consequences you may face if our policy is not followed.

At Featherstone Academy, we are committed to promoting and modelling good attendance and behaviour – which is essential for pupils to achieve their potential. Lack of attendance is directly correlated to a pupil's deteriorating success and development in their education.

As a parent or carer, you have a legal requirement to ensure your child attends school on a regular basis. Therefore, you hold the responsibility to promote good attendance and punctuality. Unauthorised absences can easily add up. It is imperative all pupils at school adhere to our attendance policy.

We do understand there are times when children will need to be absent from school for a number of reasons such as unavoidable illness and other exceptional circumstances. We ask all parents and carers to follow our absence procedure in order to grant authorised absences. You are required to contact the school by 9:30am on each morning of any absence.

Any parent or carer who has not reported their child as absent will be contacted by the school by phone call, text message or home visit. Failure to follow this procedure may result in your child receiving an unauthorised absence and could lead to us informing the Local Authority.

The DfE has made it clear that headteachers are not to authorise absence for any holidays during term time, except under exceptional circumstances.





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We will not, therefore, grant authorisation for absence in the following instances:

- Day trips and holidays during term time
- Leaving school unnecessarily during the school day
- Truancy
- Not attending school for unnecessary reasons such as shopping / birthdays
- Absences which have not been properly explained or have failed to follow the absence procedure.

I must also state the importance of punctuality with regards to the beginning of the school day. You will be aware that the school day starts at 8:50am and all pupils are expected to be on the school premises at this time. Registers are marked by 8:50am am and close at 9:30am.

Should your child arrive after the registers close, they will receive a mark to show that they are on site, though this will be recorded as an absence. Continuous lateness will, therefore, result in several unauthorised absences, despite your child being on-site for the rest of the school day. We will be closely monitoring levels of unauthorised absences.

It is now possible for parents and carers to be issued penalty notices for unauthorised absences. Penalty notices being with an initial fine of £60, rising to £120 if paid after 21 days but within 28 days. Following failure of these payments, the local authority may decide to prosecute a parent. If so parents can be fined up to £2500 or imprisoned for failing to ensure that their child attends school regularly.

I urge you to read our Attendance Policy which can be accessed via our school website. Similarly a hard copy of our Attendance Policy is available in our school office. If you have any questions or concerns, please don't hesitate to get in touch with the school Attendance Officer

Kind regards

Mrs Jackson
Deputy Head

