

# Hayle Academy

Dear Parent / Carer

## **Rules for Attendance Reminder**

Good attendance at school is the foundation of students making good progress in their education. With the full support of our Governors, we have a clear attendance policy and we endeavour at all times to work in partnership with families to promote good attendance for our students.

I am writing to parents at this time to clarify the school's use of Penalty Notices for student absence and to reinforce the additional rules regarding lateness.

### **Lates:**

All students are expected to arrive before 8.50am. It is expected that parents will inform the school if students are going to be late. Break time detentions will be set for students with unexplained lateness. Failure to attend break time detentions will result in an after school detention the next day. **As a further measure to continue to improve the whole school's attendance and punctuality, students that arrive late persistently will be issued an after school late detention. You will receive 24 hours' notice as per our usual detention procedures.**

Furthermore, I would like to remind you that the morning register closes at 9.30am. Any students arriving after this time without authorised reasons will be marked as "U" and this will count as an unauthorised absence. **These unauthorised absences can be counted towards persistent absence penalty noticing.** (see below information below regarding the penalty notices).

### **Term-time holidays:**

Hayle Academy does not authorise term time absence for holidays. Families considering taking a term time holiday **must** notify the school formally using a term time absence form which is available from Student Reception or from our website. The form must be filled out and returned to the school at least two weeks before the holiday is due to commence. The school will only authorise term time absence in genuinely exceptional circumstances. Some parents request term time holidays because of parents' work commitments. For the Head teacher to authorise a term time holiday on this basis, the school requires a copy of the contract of

employment which must clearly state that the parent is not permitted to take a holiday at any time during school holiday periods. This evidence must be attached to the form requesting authorisation of term time absence.

If you fail to fill out a form and we have information or evidence that you have taken your child on holiday penalty notice action will still apply.

### **Year 11 Penalty Notices for Poor Attendance:**

Year 11 is a crucial year of a student's education. Absence during Year 11 can have a particularly detrimental impact on students' progress and achievement and we have clear analysis from previous years which demonstrates this inevitable link between poor attendance and lower achievement. Penalty Notices will be requested for persistent non-attendance of Year 11 students. Should your child miss 2.5 days (5 sessions), without good reason, you will receive a letter warning you of the possibility of receiving a Penalty Notice. If they then miss a further 5 sessions, **a total of 5 days**, a request for a Penalty Notice will be sent to the County for their decision. Once a Penalty Notice is issued, there is no right of appeal (see penalty notice section below).

### **Penalty Notices:**

**If you decide to take your child out of school, without authorisation, you will be committing an offence under the Education Act 1996. The school will refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 per parent per child if paid within 21 days or £120 if paid after this, but within 28 days. Failure to pay the Penalty Notice may result in Court action. Persistent absences not authorised by the school may result in prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.**

### **Attendance support:**

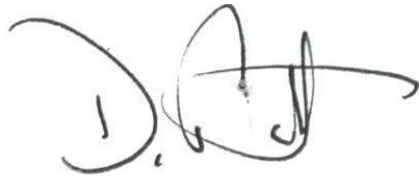
We monitor all students' attendance closely and begin to take action to support students and families when attendance drops below 95%. Attendance below this level has been shown to have a significant detrimental impact on student progress and achievement.

If you have received a request for medical evidence, been issued with a 1<sup>st</sup> Warning of Prosecution, attended an Education Planning Meeting or have been issued with a Final Warning of Prosecution, **these remain in place until acceptable progress has been made in your child's attendance.** Should the school feel that your child is no longer in need of this action and intervention a letter informing you of this decision will be sent.

I understand that reasons for absence can be complex and it is always our goal to work in partnership with parents. If you have any questions whatsoever, please don't hesitate to contact me. Alternatively, you can email our attendance officer at [attendanceofficer@hayleacademy.net](mailto:attendanceofficer@hayleacademy.net).

Thank you for your continued support.

Yours faithfully



Mr D Mather  
Head of School

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