

October 2022

Dear Parents/ Carers,

At Outwood Academy Adwick we have very high expectations of your child's attendance and punctuality. We strive for 100% attendance and excellent punctuality. The banner below shows the impact of missed schooling. Our full attendance policy can be found on our website but here are the key points for your attention.



If your child feels ill in the morning, please provide them with appropriate pain relief/ medication and then send them into school. Only medication that has been prescribed and in its original packaging with the (legible) Pharmacy label on, is allowed in the Academy. Written consent on an Outwood medication form must also be completed and signed before we receive it. If your child is too ill to be in school then we ask that you notify a member of our attendance team by phone call on **01302 722237** on the first day of illness and all following days. Please advise them of the reason for absence and the expected date of return. This phone call should be made by 9.00 am or alternatively you may leave a message on the school answerphone. Please be aware that if the need arises, members of staff may visit any child who is absent from school.

### **Punctuality**

Students should be on the school site by 8.15 and should arrive at first lesson by 8.25. Students arriving after this time without a valid reason will receive a break time detention, which they will complete on the same day. Students arriving after 9.25 are at risk of receiving an unauthorised absence for the AM mark. This would count against their attendance and increase the likelihood of a Fixed Penalty Notice.

### **Transport Issues**

We are aware of issues caused by changes to bus services in the local area. For example, the 51 bus now acts as a replacement for 5 cancelled services in Doncaster meaning students from Skellow and Carcroft now have a bus departing at 7.08am or 8.08am (depending on bus stop). Although this service is sometimes referred to as the 'school service' it is in no way organised or affiliated with our academy. As such, we would encourage all parents or carers to contact the South Yorkshire Transport Executive to pass on any concerns or feedback you have about the changes to the services. It remains the legal responsibility of the parent or carer to arrange transport to school.

### **Appointments**

We ask that a child's routine medical and other appointments are made out of school time, where possible. We understand that this is not always possible though and we ask that we are notified in advance. This can be

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

done by telephone, email or a note provided from home or appointment letter/ card to confirm the appointment. Where possible, the child should attend School before the appointment and return to lessons afterwards.

### **Leave of absence (including term time holidays)**

Amendments came into force in September 2013 and the Education (Pupil Registration) (England) Regulations 2006 now state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is a common misconception that any child is allowed to take 10 days' holiday per year. This is not true and the government strongly urges parents or carers to avoid taking a child out of school for family holidays as this will disrupt their education. Please note that absence will not be authorised for reasons such as shopping for uniform, birthdays, day trips, weekends away etc. Only exceptional circumstances warrant an authorised leave of absence. Requests should be made in writing to the attendance team well in advance by parents or carers. Requests for absence for reasons such as compassionate leave, special family events, sporting or musical competitions, etc. should be made in the same way.

All requests are considered individually, taking into account the circumstances of the request. We will notify parents of our decision either by telephone or in writing. Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised. We reserve the right to apply to the Local Authority to issue a Fixed Penalty Notice under the Anti-Social Behaviour Act 2003.

### **Persistent Absence**

A child will be defined as a 'Persistent Absentee' if they miss 10% or more of school. The parents or carers of a child have a legal duty to make sure that child attends school regularly. We can make a referral to the local authority where parents or carers are failing this legal duty. Persistent Absence is a serious problem for children, as much of the work children miss when they are off school is never made up, leaving them at a considerable disadvantage.

The local authority has the power to enforce school attendance where this becomes problematic, including the power to prosecute parents/carers who fail to ensure a child's regular attendance at school. For reference, if found guilty parents or carers could be fined up to £2500 and/or imprisoned for three months. It is important for parents and carers to note that the government has also strengthened schools' ability to respond by increasing Fixed Penalty Notices to £60 if paid within 21 days and £120 if paid between 21 and 28 days. These are an alternative to prosecution of parents or carers for failing to ensure a child attends school regularly. Failure to pay can result in prosecution in the Magistrates Court.

Outwood Academy Adwick shares the Government's determination to raise the levels of pupil attendance at school because we want to provide the best possible outcomes for all our children. If you are experiencing any difficulty with your child's attendance please contact us immediately so we can work together to improve attendance or punctuality.

Thank you for your ongoing support

Yours sincerely



Mr R Catrall  
Assistant Principal- Attendance & Punctuality