



Att Update 2018/2019

September 2018

Dear Parent/Carer

2018/2019 Attendance Update

Bourne Academy is fortunate that the majority of our students have excellent attendance and are therefore in school to get the best out of their education. This letter is to remind you of the statutory rules regarding the persistent absence threshold. From 1 September 2015, the Government reduced the threshold from 15% to 10%. Therefore a student with attendance below 90% will be classed as a persistent absentee, regardless of whether the school has authorised or unauthorised the absence. Changes to attendance procedures this academic year are in bold.

Bourne Academy's expectation for attendance is 96% or above and this will be continuously monitored during the academic year.

Please remember that the Academy's Attendance Policy (available via our website) states that from October 2016, no medical appointments will be authorised without evidence (ie doctor slip/prescription labels/hospital appointment letters). We are aware that some appointments are made on an emergency basis and will retrospectively amend records once the slips/labels have been received.

Medical/dental appointments should be made outside of the school day, where this is not possible the student is expected to attend school before and/or after the appointment. If your child does not attend in the morning or afternoon of the day of the appointment this will be counted as an unauthorised absence from school. Failure to provide evidence of the appointment will also result in the absence being recorded as unauthorised.

Students with an attendance of less than 90% at the end of half term 1 (19 October 2018) may be asked to attend an Attendance Support Programme with their family and Year Lead or a member of the Senior Leadership Team, sooner if the situation demands it.

Attendance at Bourne Academy is constantly monitored to make sure that students achieve their best possible results during their time with us. Poor attendance not only affects a student's grades but also their social interaction with their peers. As such, good attendance is rewarded routinely throughout the year.

Minor ailments, such as a headache or slight cold, are not acceptable reasons for failing to attend school. Repeated absences may require the school to request that you obtain medical evidence from your doctor's surgery or local pharmacy as recommended by the Government. If your child is diagnosed with a specific illness, we will ask you to come into school to complete a Medical Conditions form so we can ensure that the school is doing everything possible to support your child.

Can I please draw your attention to our 'late to form' strategy? Students should not be late to form without a valid reason eg medical appointments. School gates now close at 8.30am encouraging students to get to form by 8.35am at the latest. A student late to school or form will be given a 15 minute detention at the end of that school day (under school policy this does not require prior notice to parents). Any student late twice in one week will be given a one hour detention that Friday.

Executive Headteacher: L Reilly Bsc MEd

01778 422365

office@bourneacademy.org

www.bourneacademy.org

I would also like to take this opportunity to remind you that the Education (Pupil Registration) Regulations 2006 came into force from 1 September 2013. This removed references to holidays during term time. Any request for a leave of absence will not be granted unless the Academy believes there are exceptional circumstances. Any application for a leave of absence not presented 14 days before the absence will automatically be unauthorised. *Please note that we are entitled to remove any student who fails to return to school within 10 days of a previously notified leave of absence from the school roll.*

Penalty Notices may be applied for, for persistent poor attendance (below 90%) or leaves of absence which take the attendance figure to less than 90%. A Penalty Notice is issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise;
- Where a child is a registered student at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act;
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00;
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to students subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court or issued with a Penalty Notice for £60.00 or £120.00.

The school's Attendance Policy is available via our website www.bourneacademy.org. The Lincolnshire County Council 'Fixed Penalty Notice Code of Conduct' can be viewed on their website <http://www.lincolnshire.gov.uk/parents/schools/welfare/>

We would like to take this opportunity to thank parents/carers for working with us to ensure that your child meets the threshold requirements since it is clear that this will have a positive effect on their learning.

Thanking you in advance for your support.



Mr B Sinclair
Deputy Headteacher