

December 2019

To all Parents/Carers

Dear Parents/Carers

King's Oak Academy is committed to ensuring the best for all our students and good attendance greatly improves your child's chances of fulfilling their potential and being successful in school. Given this, we ask that you support us by ensuring your child comes to the Academy every day, on time and ready to learn.

If your child does not attend school regularly, this may result in either a fixed penalty fine or a school attendance meeting. It is an offence (contrary to Section 444 of the Education Act 1996) for a parent/carer to fail to ensure their child is attending full time education – the maximum penalty may be up to £2,500 per parent/carer and/or 3 months in prison.

Parents/carers of students who are absent from the Academy on any given morning, when no reason for absence has been given, will receive a text message or phone call.

Punctuality

Parents/carers should also ensure their child arrives at the Academy punctually by 8.40 am (i.e. 5 minutes prior to morning meeting). If a student arrives after 9.30 am, the absence may be recorded as 'unauthorised' for that session. If lateness persists, formal action in the form of a Penalty Notice or legal action may follow.

Holidays

In line with Government guidance and legislation, parents/carers are advised not to take holidays in term time. If holidays are taken, this will be coded as unauthorised and you could receive a penalty notice from South Gloucestershire Council (fines up to £120 per parent per student) or other formal procedures may follow.

Illness

If your child is too unwell to attend the Academy, it is your responsibility to notify the Academy by contacting our absence line on 0117 9927127 after 8.30am each morning. If we do not receive an explanation, this will be marked as an unauthorised absence. Your child's end of year report will always include any absences from school.

Medical Appointments

King's Oak Academy encourages all medical appointments to be taken **outside** of the Academy hours.

If you have any further queries in relation to attendance, please take a look at the King's Oak Academy Attendance Policy which can be found on our website. In the meantime, if you require any further information or clarification on the above, please do not hesitate to contact me on 0117 9927127.

Yours sincerely



Miss K Ogden
Associate Principal

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