

5<sup>th</sup> April 2019

Dear Parent / Carer

Ensuring your child has access to a good education is important to us. This letter is to make you aware that guidance for issuing Fixed Penalty Notices for schools and academies in Staffordshire changed on 1<sup>st</sup> January 2018.

Staffordshire County Council has made the amendments to the Code of Conduct to ensure that they are fully compliant to their legal requirements. The legislation from September 2014 that governs absence has not changed, parents still have the responsibility to ensure that their child attends school.

This is a requirement that has been set out by the Local Authority which we fully support; all aimed at getting students into good habits of punctuality and excellent attendance. Parents/carers may receive a fixed penalty notice if their child is late to school on ten occasions over a period of twelve weeks.

Students who arrive late to the academy (after the 8.45 am start time) will be directed to the hall where they will be spoken to by a member of the pastoral team or senior leadership team. Those who have legitimate reasons evidenced by a parental phone call or note, will be released to go to lessons. All others who are late will be issued with a detention on the same day as their lateness.

We will work with families and students to support them getting into the academy but there can be no excuses for being persistently late. It is very important that all students arrive at the academy on time by 8.40am ready for the day to begin at 8.45am.

Please understand that the occasional late (with a legitimate reason) and as long as we are informed, will not put any parent at risk of a penalty. If there is anything you are unclear about then please contact me or arrange an appointment to see me.

Yours sincerely,



Ms O Glackin  
Attendance Intervention Manager