



Mrs K Duncan
Headteacher

Mr A Reese
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27th September 2022

Dear Parents/Carers,

You may be aware that the Department for Education (DfE) has issued guidance which aims to raise education standards. School attendance has been highlighted to support with these improved standards.

It is vital for all children to attend school regularly and punctually to minimise the longer-term impact of the pandemic on their education, wellbeing and wider development. During this academic year, the attendance and punctuality of every child at Chantry Community Academy will be monitored and reviewed regularly by school and SEAAS, (Chantry Community Academy's attendance service).

During this academic year, we ask you to follow the 6 points listed below, to prevent unauthorised absences from being recorded. Please ensure:

1. You contact school before 9.30am on each morning of absence and provide full details of the reason for your child's absence.
2. Medical/dental appointments are outside of school times, where possible.
3. You do not take your child out of school for holidays in term time*.
4. Your child arrives on time for school every day school is open.
5. Your child is only kept at home for genuine illness, minor illnesses should not be considered a reason to miss school.
6. You contact school to discuss any issues that might affect your child's attendance or punctuality.

If you are aware of any factors which may impact on your child's attendance or punctuality at any time, please speak with the Attendance Officer or class teacher. Alternatively, you may contact Alison Smith, SEAAS Attendance Advisory Officer on 07539 101804 or alisonsmith@seaas.co.uk.

* We must remind ourselves that the Government has not relaxed the rules for Term Time holidays/leave of absence. Thus, in accordance with our attendance policy agreed by Governors, if you take your child out of school for any unauthorised leave during term time, it is possible that a Penalty Notice might be issued to each parent of each child of statutory school age taken out of school as stipulated in the Education (Penalty Notices) (England) Regulations 2007. (Amendment 2013).

A Penalty Notice may also be applied when a pupil records erratic attendance of 10 unauthorised sessions within a 10-week period.

Standard information provided with each Penalty Notice states that £60 is payable within 21 days of the Notice being issued, rising to £120 if paid between the 21st and 28th day. If neither of these sums is paid within these periods, liability to prosecution may arise.





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Obviously, we want to avoid any legal action from being taken, so we kindly urge you to follow the 6 points set out above; to prevent the recording of any unauthorised absences/period of absences.

We would like to take this opportunity to thank our parents for their continued support regarding regular and punctual school attendance.

Yours sincerely

Mrs K Duncan
Head Teacher

