



# BARWELL CHURCH OF ENGLAND ACADEMY

WORKING IN PARTNERSHIP WITH ST MARY'S CHURCH BARWELL

HEADTEACHER: MISS V NEWMAN

## **BELIEVE    ACHIEVE    SUCCEED**

**LEARNING THAT LASTS A LIFETIME**

**Love thy neighbour in a flourishing school community**

2<sup>nd</sup> September 2024

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Dear parents/carers,

At Barwell C of E Academy, we firmly believe that regular school attendance is so important for the overall wellbeing of our pupils and it is also essential for their educational progress too. Please find below clarification of some of the key aspects of our new attendance policy. (The full policy can be viewed on our website in the Policy or Attendance section.)

### **Why regular attendance matters**

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

### **Attendance support**

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Jodie or Rachael Peace for initial support. I am here to help too, or further clarify questions that relate to attendance in our school.

### **Acceptable reasons for absence**

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, and unable to attend school
- **Medical appointments:** if your child has a medical appointment that **cannot be scheduled outside school hours**, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and this will be reviewed
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence



High Street, Barwell, Leicester. LE9 8DS  
Telephone 01455 842047      Fax 01455 442294  
[admin@barwellacademy.org](mailto:admin@barwellacademy.org)      [www.barwellceacademy.co.uk](http://www.barwellceacademy.co.uk)  
Follow us on Twitter! @barwellacademy





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## How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Notify the school (call or email the office):** on the day of the absence, please call the school office before 9am to inform us about your child's absence
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness and what type of illness, to help us maintain accurate records

## Term-time holidays

Term-time holidays are generally not authorised during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom. Please note that the local authority may issue penalty notice fines if families decide to take family holidays of **5 days** or more during term time.

## Sanctions for unauthorised absence

Fines (known as a fixed-penalty notice) for unauthorised absence may be issued. If issued with one, you will need to pay this directly to the local authority. A first penalty notice fine is to pay £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will take into account whether the national threshold has been met – **namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks** – as well as other factors.

Before a fine is issued, you **may receive** a notice to improve to give you a chance to engage with any support and make agreed improvements.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Let's work together to celebrate and encourage regular attendance.

Kind regards

*Lisa Stewart*

**Deputy Headteacher**



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