



Our Ref: 2023/PJC/SAF

11<sup>th</sup> September 2023

Woodland Road  
Amington  
Tamworth  
Staffordshire B77 4FF

Dear Parent/Carer

Telephone 01827 301800  
Fax 01827 301801  
Email [post@lfata.org.uk](mailto:post@lfata.org.uk)  
Website [lfata.org.uk](http://lfata.org.uk)

### **Attendance and Punctuality**

Excellent attendance and punctuality at school is crucial to ensure that your child fulfils their potential and for them to have the best possible start in life. Our expectations for each child is to attend school every day, achieve 100% attendance and enjoy prosperous futures.

When attendance drops below 97% parents/carers will receive a call from your child's personal tutor to alert you of the situation and offer support. If attendance falls below 96% without good reason, a formal stage 1 letter will be issued. If attendance continues to fall, a meeting with parents/carers will be scheduled. A referral may be made at this point to the local support team. Please be aware this could lead to the issuing of a penalty notice and ultimately prosecution under the education act 1996 s.444(1). We want to support every family so please communicate with us at the earliest opportunity.

Any student arriving after 08:50hrs on Monday, Tuesday and Wednesday or after 08:40hrs on Thursday and Friday should go to tutorial as normal and report to the teacher who will mark a student in as late. Students who are late into school twice in one week, will receive a social time detention at lunchtime. Students who arrive after 09:10hrs in the morning should report to the main reception to be marked late and be escorted to their lesson. All students who are persistently late to lessons, twice in one week will receive a social time detention at lunchtime, without good reason or medical evidence and will be followed up by the Attendance Officer and Head of Year, and if necessary, the Vice Principal and the Local Authority.

Families should avoid taking their child on holiday during the school term. These dates are published in advance. If a holiday cannot be avoided, a holiday form should be completed giving as much notice as possible. Unless the circumstances are exceptional we will not authorise holidays in term time. Please be aware that parents may be subject to a penalty notice if your child's absence is unauthorised.

Routine medical and dental appointments should be arranged outside of academy hours. If this is not possible please inform the academy. Students should only be out of school for the minimum amount of time necessary for the appointment. An appointment card or letter will be required to authorise the absence. Failure to supply proof of the appointment will result in the absence being recorded as unauthorised.

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Registered Office:  
Landau Forte College  
Fox Street  
Derby  
DE1 2LF

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Medical evidence will be required for an absence of 3 days or more. Medical evidence can include an appointment card, letter from the doctor or any other relevant documents. Failure to supply medical evidence will result in the absence being recorded as unauthorised.

Your child's success at school is very important to us and excellent attendance is crucial. Should you need any support to improve your child's attendance please do not hesitate to contact us.

### **Reporting an absence**

Absences and medical appointments can be reported through the Class charts app. We also have a dedicated attendance telephone line and email address for you to leave a message. All absences should be reported using one of these methods and should not be reported through the Personal Tutor.

Main Telephone Line: 01827 301800, option 2 for Attendance

Attendance Email: [attendance@lfata.org.uk](mailto:attendance@lfata.org.uk)

There is a copy of our latest Attendance Policy on the school website which you can view and our Annual Attendance newsletter.

Yours sincerely



**Attendance Officer**