



Our Ref: 2024/004/PJC/SAF

6th September 2024

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Tamworth
Staffordshire B77 4FF

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Dear Parent/Carer

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 95% without good reason, a formal stage 1 letter may 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 Early Help 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.

New Statutory guidance (effective from 19th August 2024) state:-

For a **First** offence the Penalty Notice fine would be: -

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days.

For a **Second** offence within 3 years of the first penalty notice being issued, the penalty notice fine would be:

- £160 per parent, per child if paid between 21-28 days.

Following the second offence **every new offence within the 3 year period will be prosecuted** under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place the maximum fine is **£1,000 per parent, per child**. This reflects the seriousness of unauthorised absence from school.

Students who arrive after 8:45 but before 9:10 will need to sign in at reception and then make their way to tutor time. Students who arrive after 9:10 will need to sign in at reception and go straight to their current lesson, reception can assist with directions. Any lates to lesson after the 3 minutes will result in a social detention so it does not have to be persistent it can be just one time.

New regulations came into force on 19th August stating that head teachers should not grant any leave of absence during term time unless there are exceptional circumstances, therefore Families should avoid taking their child on holiday during the school term. The holiday dates are published in advance. If a holiday cannot be avoided, a holiday form should be completed giving as much notice as possible. The Local Authority and school governors support this; therefore, students will only be given permission to take leave in term time if there are exceptional circumstances.

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Landau Forte College
Fox Street
Derby
DE1 2LF

An exempt charity

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.

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 Edulink 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@fata.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