



Attendance Newsletter



The School Day

- Gates open at 8:30am
- In classrooms at 8:40am
- Gates close at 8:50am – arrival after 9:00am will be unauthorised
- Schools ends at 3:30pm

Please understand that:

- *We will ask you to contact the school before 9:00 if your child is absent, explaining the reason for their absence.*
- *We will make a home visit on day one if we have received no contact – we need to check that everyone is safe!*
- *We may also visit on day one if we have any other attendance concerns (if attendance is below 96%)*
- *We will visit on day two to check the welfare of any pupil so that we can support families where appropriate and check in with them*
- *We may ask for medical evidence if absence continues for a few days or if attendance is below 96%*

HOLIDAYS

Sir Edmund Hillary L.E.A.D Academy do not authorise leave of absences unless there are exceptional circumstances, irrespective of the child's overall attendance. You must complete a leave of absence form prior to the holiday being taken. Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made, School will request a penalty notice to be issued by the Local Authority. The penalty notice is per parent and per child. The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days. The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction. The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

Hello and welcome back! I hope you have all had a wonderful summer. We have had a fantastic start to the new academic year. Attendance and punctuality is still key. We expect all children at Sir Edmund Hillary to achieve over 96% attendance. Please continue to work with us so this can be achieved.

Please contact school each day your child is absent!