

Dear Parent/Carer

We are writing to all parents/carers to provide clear expectations for school attendance and outline the absence procedures.

At the Queen Elizabeth Academy, we will always encourage pupils to strive for 100% attendance, however we do understand this is not always possible and have therefore set a school attendance target of 97% for the academic year 2024/25. There is a strong link between attendance and academic achievement and therefore it is very important that your child attends school every day unless there are exceptional circumstances.

Only with the full support of parents/carers can high attendance be achieved. Parents or carers are legally responsible for ensuring their children attend school regularly and to inform school of the reason for a child's absence on the first day of absence and to provide further information as is required this can include requests for medication or appointment cards/letters.

SCHOOL TERM DATES 2024 – 2025

Important
Dates

Autumn Term 1 – Start 3/9/24

Autumn Term 1 – Ends 25/10/24

Autumn Term 2 – Start 4/11/24

Autumn Term 2 – Ends 20/12/24

Spring Term 1 – Start 7/1/25

Spring Term 1 – Ends 14/2/25

Spring Term 2 – Start 24/2/25

Spring Term 2 – Ends 11/4/25

Summer Term 1 – Start 28/4/24

Summer Term 1 – Ends 23/5/25

Summer Term 2 – Start 2/6/25

Summer Term 2 – Ends 21/7/25

Other Dates

Inset Day – 2nd September 2024

ATT Inset day – 29th November 2024

Inset Day – 6th January 2025

Bank Holiday – 5th May 2025

ATT Inset Day – 20th June 2025

ILLNESS AND FIRST DAY CALL

If your child is unable to attend school through illness or another reason please inform us on the first day of absence before 9:00am providing details of the reason for your child's absence and expected day of return to school. This can be done via the My Child at school app, Email: attendance-tqe@attrust.org.uk or via phone 01827 737714 if there is no answer please leave a message. Further days absent must also be reported in for each day of absence.

The reason for absence will then be authorised or unauthorised accordingly by the attendance team.

IF YOUR CHILD FEELS UNWELL AT SCHOOL

If your child feels unwell at school we ask that, unless this is an emergency, that they stay in lessons until either breaktime or lunchtime and then report to reception. Students are not allowed to contact parents/carers directly from their own phone. Reception will contact parents. In most cases students are able to stay in school and feel better once they have had a drink, some food and where necessary a paracetamol. Therefore, to support us with this please ensure your child has breakfast (breakfast club is open in school 8-8:30am everyday) or bring some food with them to school, they have a drinks bottle. If required a form can be filled out and medication can be left in reception for your child to have as required.



PUNCTUALITY MATTERS TOO!



Good punctuality to both lesson and to school leads to higher levels of achievement. When students arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a student's academic ability. Your child may also feel awkward arriving to the classroom where everyone else is settled and students arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours (approximately 6 days) of learning lost each year.

Please ensure that your child arrives at school by 8:35am, ready for line up with their tutor for morning meeting on the playground at 8:40am. The side gate will close at 8:40am and students arriving after this will need to sign in via reception. Lateness will result in a 30-minute detention at the end of the day. In the case of persistent lateness parents/carers will be notified and students punctuality will be monitored, if no improvement is made further sanctions will be issued.

REWARDS

Rewarding good attendance



Excellent attendance will be monitored and rewarded by the school. Rewards for attendance will be issued every week through a prize draw where prizes include Costa and Greggs vouchers. Students with great attendance will also be issued a certificate weekly.

We also will reward students with excellent attendance half termly with a chance to enter a prize draw to win a family Tesco/Aldi voucher.



SCHOOL DAY TIMINGS

Morning Meeting - 8:40am – 8:55am

Period 1 – 8.55am – 9.55am

Period 2- 9.55am – 10.55am

Break Time (All Years) 10.55am -11.15am

Period 3- 11.15am – 12.15am

Period 4 – 12.15am – 1.10pm

Lunch: Year 7 and 11 1.10pm – 1.40pm

Lunch: Year 8,9,10 1.40pm – 2.10pm

Period 5- Tutor Prep Year 7 & 11 1.40pm – 2.10pm

Period 5 – Tutor prep time Year 8,9,10 1.10pm-1.40pm

Period 6 – 2.10pm- 3.05pm



LEAVE OF ABSENCE

The Principal shall not grant any leave of absence during term time unless: An application has been made in advance, by the parent with whom the child normally resides and they consider there to be exceptional circumstances relating to the application. Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service and this could lead to a fixed penalty fine. Where parents wish to take their child(ren) out of school during term time for purposes other than holidays, they should complete the leave of absence form. This is available via the school website at:



Referring school
Application for leave

Thank you for taking the time to read this letter and your ongoing support with setting the highest expectations for your children. If you have any queries please contact the team on 01827 712477 or email via attendance-tge@attrust.org.uk.

Your child's progress
academically as well as
socially is our shared priority.

Important Information

Penalty Notice Fines for School Attendance are changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines **issued after 19th August 2024**.

School attendance is important. Regular attendance links directly to pupil outcomes, which is why our academies work with families to ensure that all our pupils are supported to attend school regularly. Academies will focus on a *support first* model, by ensuring penalty notices are only considered where support is not engaged with, not working or not appropriate.



Per Parent, Per Child

Penalty Notice Fines will be issued to each parent for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 Consecutive days of term time leave

The National Threshold for Penalty Notice Fines for term time leave will be for 5 or more consecutive days.

10 sessions of unauthorised absence (equivalent to 5 school days) in a 10-week period

The National Threshold for Penalty Notice Fines is 10 sessions of unauthorised absence in a 10-week period. The 10-school week period can span different terms or school years.

These sessions do not have to be consecutive and can be made up of any combination of any type of unauthorised absence. This could, for example, include 6 sessions of holiday taken, 2 sessions of unauthorised absence and 2 of arriving late after registration has closed.

First Offence

The first time a Penalty Notice is issued for term time leave, or for unauthorised absence, the amount will be:

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

Second Offence

within 3 years

The second time a Penalty Notice is issued for term time leave, or unauthorised absence, the amount will be:

- £160 per parent, per child paid within 28 days.

Third Offence

and any further offences within 3 years

The third time an offence is committed for term time leave, or unauthorised absence a Penalty Notice will NOT be issued and the case will be presented straight to the Magistrates' Court. Prosecution can result in criminal records and fines up to £2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.



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Is your child too ill for school?

If in doubt, check with your child's school.

RED 'KEEP OFF'	AMBER 'CONSULT GP OR PHARMACY'	GREEN 'ATTEND'
Chickenpox Consult GP or Pharmacy. Return to school 5 days after onset of rash, when spots have crusted over.	Diarrhoea or Vomiting Only take time off when symptoms are persistent. Consult GP if symptoms persist after 48 hours.	Flu Consult GP or Pharmacy. Often confused with common cold. Return to school 5 days after onset of illness.
High temperature Keep off school until temperature goes away.	Measles Consult GP. Return to school 4 days after rash appears.	Mumps Consult GP. Return to school after swelling appears.
Whooping cough Consult GP. Return to school 5 days after start of antibiotics or 21 days after start of illness.	Coronavirus (COVID-19) Check with latest government/NHS guidance. Contact your child's school if they have symptoms.	Ear infection If associated with a high temperature or severe earache, keep off school until high temperature goes away.
Impetigo Consult GP. Return to school when scabs are dry or 48hrs after start of antibiotics.	Scabies Consult with GP. Return to school after first treatment.	Scarlet fever Consult GP. Return to school 24hrs after start of antibiotics.
Shingles Consult GP. Only stay off if rash is weeping and cannot be covered.	Cold sores No need to keep off school.	Conjunctivitis No need to keep off school.
Common colds Continue to attend and practise good hand hygiene.	Hand, foot and mouth disease Consult GP and Pharmacy. Inform school and continue to attend.	Glandular Fever Consult GP or Pharmacy. Inform school and continue to attend.
Headlice and nits No need to keep off from school.	Period Pains Consult GP or Pharmacy. Inform school and continue to attend.	Ringworm See a Pharmacy unless on scalp, of which case, see GP. Children can attend school once treatment has started.
Slapped cheek syndrome No need to keep off from school.	Sore throat No need to keep off from school.	Tonsillitis Consult GP or Pharmacy. Inform school and continue to attend.
Threadworms No need to keep off from school.	Feeling sick No need to keep off from school.	See more at: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides. Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

- Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).
 - First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
 - Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Your child's progress academically as well as socially is our shared priority.

Notice for parents

To comply with the School Attendance (Pupil Registration) (England) Regulations 2024 and Data Protection expectations, it is vitally important that The Queen Elizabeth Academy keeps accurate and up to date information relating to every pupil on roll.

The information we are required to record includes:

- **Pupil's full legal name (and if appropriate, their preferred name).**
- **The name, address and contact details of every person known to the school/academy who is a parent* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).**
- **The name, address and contact details of any additional parent*.**
- **Any other emergency contact details.**

In order to gather this information, every year we send out data collection forms. Parents are asked to complete the form with as much information as possible and then return to the school, signed and dated. We would ask that even where there are no amendments to the data collection sheet, parents return the form, signed and dated.

The Queen Elizabeth Academy requests that if you change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority.

N.B. *The Education Act 1996 defines a 'parent' as a). any natural parent, whether married or not, b). any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c). any person who, although not a natural parent, has care of a child or young person.

