

Hawkes Farm Academy
Hawks Road
Hailsham
East Sussex
BN27 1ND

Tel: 01323 841 466

Email: office@hawkesfarmacademy.org
Website: www.hawkesfarmacademy.org

Headteacher: Mr J Meek
Deputy Headteacher: Mrs L Hill

Friday 5th October 2018

Dear Parents and Carers,

I would like to thank you for your continued support in maintaining your child's good attendance at school. As we have only recently begun a new school year, I thought it appropriate to send a reminder about the Hawkes Farm Academy policy regarding attendance, as we recognise the strong link between good attendance and good progress.

If your child is absent:

- You must telephone the school, before 9.30am, to advise us of your child's absence by leaving a brief message informing us of your child's name, class, reason for absence and expected date of return.
- You must inform the school on **each day of your child's absence**.
- If they are still absent after 3-5 consecutive days we would expect them to have seen a doctor. For illnesses of this length we ask to see the medical evidence, either in the form of a certificate or photocopy/photograph of the prescription/label for medication.

When your child returns to school after an absence:

- You must send in a signed and dated note confirming the reasons. This must be done for all absences.
- Any absence that is not explained with a note will be classed as unauthorised.
- If there are more than 3 unauthorised periods of absence, you will be asked to attend a meeting at the school to explain the reasons.

Medical Appointments

- If your child has a medical appointment, please bring in either the appointment card or the letter to confirm this.
- For morning or afternoon appointments, we expect the child to be in school for the other half of the school day.
- If you need to take your child out of school to accompany you to an appointment that does not relate directly to them then this will be recorded as an unauthorised absence.

Exceptional Leave of absence

- The Head teacher is not allowed to authorise any leave of absence unless it is for exceptional circumstances.
- Leave of absence forms are available from the school office for parents to complete. Permission to take your child out of school is at the discretion of the Head teacher.

Late Marks

- Our school day starts at 8.55am. If your child arrives after this time, it is marked as 'Late' and their time of arrival is recorded.
- If your child is late after the close of registers more than 5 times you could be liable to a Fixed Penalty Notice (i.e. a fine of £60 per child).
- Where a medical appointment is the cause of lateness, evidence must be seen.

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Penalty Notices

Where a child's absence causes concern, our Education Welfare Officer will become involved and you could be issued with a Penalty Notice. If issued, this is a fine of £60 (this Notice will apply to each child and each parent). You have 28 days to pay this, if it is not paid within the 28 days it rises to £120. If no payment is received you can then be prosecuted for the offence of failing to ensure your child's regular attendance.

I know many of you already inform the school in good time when your child is absent, but it is essential that everyone does so and that parents provide a note when their child returns to school.

If you would like clarification on any of the above please do not hesitate to contact me using the email or telephone number above.

Yours sincerely,



Laura Hill
Deputy Headteacher
Designated Safeguarding Lead