

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

Monday 29th April 2019

Dear Parents and Carers,

At Hawkes Farm Academy we recognise the strong link between good attendance and good progress and we have spent time this academic year explaining this link to the children. We have also raised the profile of punctuality with the children and explained to them the importance of being on time. By teaching the children about regular attendance and punctual arrival, we aim to set them on the path to good habits as they move through the education system and into the world of work in the future.

Here are some reminders as we approach the summer months:

If your child is absent;

- You must telephone the school, before 9.15am, 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 letter or photocopy/photograph of the prescription/label for medication.
- If you do not inform us of your child's absence, we may visit your house to establish if the child is safe. We may also call the police, if we have concerns about your child's whereabouts. It is essential that you inform us of any absence.

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.
- Absences that are not explained with a note may be classed as unauthorised.
- If there are more than 3 unauthorised periods of absence, you may 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, this will be recorded as an unauthorised absence.

Requests to withdraw pupils from learning

- The Headteacher is not allowed to authorise any leave of absence, unless it is for exceptional circumstances. Family holidays are not considered an exceptional circumstance.
- The Withdrawal from Learning Application Forms are available from the school office for parents to complete. Permission to take your child out of school is granted at the discretion of the Headteacher.

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Punctuality

- Our school day starts at 8.55am and it is expected that your child will be in the school building by this time each day.
- If your child arrives after this time, it is marked as 'Late' and their time of arrival is recorded.
- If your child arrives after 9:15am, this will be recorded as a 'U' code, which is an **unauthorised** absence.
- If your child is late after the close of registers (9:15am) on 10 or more occasions, 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 provided at the office.

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 first 21 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