



PEMBROKE
A PRIORY ACADEMY

29 September 2023

Dear Parent/Carer

Now that the academic year is in full swing, I would like to take this opportunity to thank you for your ongoing support.

The Department for Education's (DfE) guidance identifies that pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. The government expects schools to promote good attendance and reduce absence, including persistent absence (a child is considered to be persistently absent if their attendance drops below 90%). In the event that you have any concerns about your child attending the academy, please do not hesitate to contact us to discuss available support. Through working together, we can achieve the best outcomes.

The table below shows the number of days' absence over a year that equate to each percentage absence.

Percentage Attendance	Approximate number of days absent (per year)
95%	10 (2 x weeks)
90%	19 (nearly 4 x weeks)
85%	29 (nearly 6 x weeks)

As an academy, our aspiration for all pupils is that their attendance is 100%, in order for them to get the best from their learning. I understand that there may be times when absence is unavoidable. However, where it is avoidable, I ask that you work with the academy and ensure your child(ren) is/are in school. In accordance with the Department for Education, any pupil with an attendance level of 90% or less, or who has more than 3 days of unauthorised absence in a 6-week period, may receive a fixed penalty fine, or other legal intervention.

Our Attendance Policy can be found on our website (Trust Policies – Attendance), or you can use this [link](#).

I would like to draw your attention to the following government legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school, the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.
- In cases where this duty is not being fulfilled, Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Headteacher: Mr S Evans

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The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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Punctuality to school is also vitally important. Pupils who arrive late to the academy have an unsettled start to the day and this can disrupt their own learning, as well as that of their peers. In addition, punctuality is a key life skill that we are keen to promote and reinforce. As a result, persistent lateness will be challenged, and sanctioned, where appropriate. I would urge you to contact the academy if you feel you would benefit from any support around this.

In respect of holidays during term time, in line with our [Attendance Policy](#) and the DfE guidance, the Headteacher will only grant a leave request in exceptional circumstances (to be determined by the academy). Parents/Carers who believe they have exceptional circumstances must make a request for a leave of absence to the Headteacher no less than one month prior to the holiday (a form can be obtained from the academy reception). If the circumstances are not considered to be exceptional, and permission to take a term-time holiday is not granted by the Headteacher, but the holiday is still taken, the absence will be recorded as unauthorised and a Fixed Penalty Notice may be issued by the Local Authority.

As a reminder, if your child is unable to attend the academy, please ensure that you notify us as soon as possible, preferably before 08:35 on the day your child will be absent. If your child's absence goes beyond one day we need to be contacted on each subsequent day of absence.

Please can we ask that all absences of either sickness, holiday, medical appointments or any other type of absence be reported by the following two methods only;

1. Call 01522 751040 Opt 1 and leave a message on the absence line.
2. Email PembrokeAdmin@prioryacademies.co.uk

Once again, I would like to thank you for your continued support with your child(ren)'s education.

Yours faithfully,



Mr N Bibby

Deputy Headteacher