Hanson Academy

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26th April 2016

Dear Parent/Carer

As we approach the summer term, we want to share some important information with parents and carers regarding our continued drive to improve the learning experience, safety and prepare our young people for the world of work. With this in mind we would like to outline some of the school expectations.

Attendance and punctuality

Hanson School is working in partnership with parents to improve school attendance. We would like to congratulate the many parents who make sure their children attend school regularly. Attendance is a key focus area of the school's development and we have high expectations for all out students. Our target attendance figure for this year is 95% and we expect all students to aim for this as a minimum. The school has an attendance team which is in place to support parents and carers in overcoming any issues in getting their child to school on time, every time.

Attendance during one school year	Equals this number of days absent	Which approximates to this many weeks absent	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

By Year 11 – a secondary school student who has averaged an attendance of 80% - has missed one year of education. How does your child compare?

It is a parents' legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence. We want to work with parents to support students in their attendance. Absence disrupts the education of the individual student and the whole class. Are you aware that children who do not attend regularly:

• do not achieve well in exams?
• find it difficult to maintain friendships?
• are more likely to become involved in crime?
• miss out on opportunities in further education and the world of work?

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life. Absence can only be authorised by the Headteacher, within the boundaries set by the Education Act 1996. Please remember that parental illness, going shopping, visiting family and birthdays are examples of unacceptable reasons to be absent. All of the above will be recorded as unauthorised absence. Leave in term time will only be authorised in exceptional circumstances. If you or your child feel that they are unable to attend school for any reason (for example alleged bullying) please contact the school immediately to resolve the issue. Your child will be expected to attend school during this time. Any absences will not be authorised.

The school has procedures in place to point parents' attention to concerns regarding their child's attendance. If the situation remains unresolved then a referral will be made to the Education Welfare Service. Unauthorised absences may result in the Local Authority taking legal action.

Legal action that may be taken include:

- **Fixed penalty notice:** The penalty is £60 per parent per child, rising to £120 if the fine is not paid within 28 days. Non-payment of the fines may result in court proceedings.
- **Prosecution:** Magistrates can fine each parent up to £2500 per child + costs; impose Parenting Orders and/or impose a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record. We will improve attendance by making it clear within the school and local community that absence, especially unauthorised absence, is not acceptable. The school will regularly update parents on improved attendance as well as the number of penalty notices issued and prosecutions initiated.

I would like to take this opportunity to thank you for your support in improving this area of the school as we are celebrating our best year of attendance ever.

Yours Faithfully

Mr Richard Woods
Head Teacher on behalf of the Interim Executive Board (IEB)