



Ash Grove Academy
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Principal: Mrs L Finnegan
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A voluntary convertor Academy and the founder of:



Dear Parent/Carer,

Attendance

Like schools all over the country, we are fully committed to the national drive to reduce pupil absences, as attendance has been proved to be the biggest single factor in pupil achievement.

We have reviewed our Attendance procedures and the changes made may affect you. Please find the changes outlined below.

93% attendance over a school year would mean 13 school days missed. Any pupil who misses that many school days through illness should be receiving medical attention or advice.

Therefore from February 1st 2015, where any pupil has an attendance rate of below 93%, we will only authorise an absence for ill-health if in receipt of medical evidence. If no medical evidence is provided, that term of absence will be unauthorised.

Please note that 10 or more unauthorised days of absence may result in the issue of a Fixed Penalty Notice (effectively a £60 fine per student, per parent/carers if paid within 21 days, rising to £120 if paid within 28 days). Failure to pay the fine within the timeline may result in prosecution.

In order to keep you updated on your child's attendance figure, we will send home termly attendance reports. The report will outline which attendance band your child falls into.

Attendance Band	Attendance Figure
Green	96%+
Amber	93%+
Red	Below 93%

We are always keen to work with parents on attendance. If you feel there are any situations school need to be aware of that may hinder your child's attendance, please speak to Miss Jackson.

Thank you for your continued support,

Mrs Finnegan
Principal



committed to
inclusive staff
development

