



Date

## Attendance Policy Summary

Dear Parents/Carers

At Sir Robert Pattinson Academy, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

### Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

### Attendance support

We understand that some pupils may face challenges that impact their attendance. Our Academy's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Miss J Ellingford or Miss S Nash on [attendance@srpa.co.uk](mailto:attendance@srpa.co.uk) or 01522 882020.

### Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend the Academy. We may request medical evidence
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and Mrs Gilbert, Deputy Head Teacher, will review it
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the Academy immediately to discuss the absence

## How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the Academy:** on each day of absence, please text: 07526 750764 (the attendance office) before 8.30 am to inform us about your child's absence
2. **Provide a reason for absence:** please provide your child's full name, R2L group and a brief explanation for the absence to help us maintain accurate records
3. **Welfare check:** On the third day of absence, the Academy will call for a welfare check. If unsuccessful, a home visit may be carried out

## Term-time holidays

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the Deputy Head Teacher well in advance. We will carefully consider each request.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays. Please see our attendance policy for further details.

## Sanctions for unauthorised absence

The Head Teacher may request a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors. Please see our attendance policy for further details.

Before a fine is issued, you may receive a notice to improve to give you a final chance to engage with support.

## Rewards for good attendance

We value and recognise good attendance at Sir Robert Pattinson Academy. Pupils who maintain excellent attendance records throughout the academic year are eligible for special rewards and recognition.

Let's work together to celebrate and encourage regular attendance.

## My question hasn't been answered here



"This is a calm, happy and caring school."



Please get in touch with Miss J Ellingford or Miss S Nash on [attendance@srpa.co.uk](mailto:attendance@srpa.co.uk) or 01522 882020 with any further questions, and we'll be happy to discuss them with you.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours sincerely

Mrs Gilbert  
Deputy Head Teacher

### Contact information

School office: 01522 882020

Email: [attendance@srpa.co.uk](mailto:attendance@srpa.co.uk)

Website: [www.srpa.co.uk](http://www.srpa.co.uk)



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