
Attendance and Punctuality

At Longfield, we aim to ensure that all pupils achieve and maintain high standards of attendance and punctuality, allowing them to achieve their full potential. As a new Year 7 parent / carer, we appreciate your support in upholding our values, rules and regulations.

Our expectation is that all pupils to achieve **at least 95% attendance**. Anything below 95% would be viewed as unacceptable, therefore I would like to inform you of the following:

- Longfield requires parents / carers to **contact school before 9.00am each day** that their child is absent. This can be done using the absence recording function on 'mySchoolApp' or by telephoning school and selecting the pupil absence option. At the discretion of school, a home visit may be carried out.
- We recognise that occasionally medical appointments during the school day are unavoidable. Pupils must be collected from school by a parent / carer as they are not permitted to leave school by themselves. Pupils are expected to return to school immediately following an appointment and medical evidence may be requested.
- If your child feels unwell during the school day, they must speak to their Head of Year. The Head of Year may then contact you to decide if you would like your child to be collected or encouraged to remain in school.
- If a pupil's attendance drops below 90% they would then be classed as a Persistent Absentee (as per guidelines set out by the Department for Education) regardless of the reason for the absence, and school would be required to take action.
- If your child has 10 unauthorised sessions of absence (equivalent to 5 days) in any six-week period, this can lead to a referral to the Local Authority for a penalty notice warning letter to be issued, which may result in a £60 fine (in the first instance).
- We do not authorise any holidays taken in term time unless there are exceptional circumstances, deemed exceptional by the Headteacher (proof of which must be provided). We do, however, appreciate parents / carers who support excellent attendance throughout the school year. Therefore, we would not refer for a penalty fine if permission has been requested in advance by means of a 'leave of absence request form' (available from our school reception or to download from our school website) and your child's attendance is above 95% just prior to the holiday taking place*.
- Along with attendance, the importance of good punctuality is extremely important. All pupils are required to arrive punctually to registration and lessons. AM registration is 8.50am and PM registration is 1.20pm. If your child is persistently late, school sanctions will be applied.

Longfield Academy regularly rewards excellent attendance and punctuality with a variety of incentives and competitions. As a gesture of appreciation, we also run a prize draw for parents / carers. Every term, if your child achieves more than 98% attendance, you will be placed into a draw where you can win one of two £50 Asda vouchers.



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Thank you for your support and should you have any further queries regarding either of these issues please refer to the 'Attendance and Punctuality' booklet on our website, or contact Mrs Brown, Attendance Manager, on 01325 348149.

Yours sincerely,



Mr N Lindsay
Head of School

*Following recent COVID-19 disruptions to your child's education, all holidays taken within the first two terms, will be subject to a penalty fine.

