



29 September 2023

Dear Parents & Carers,

Attendance letter

We would like to take this opportunity to reinforce the importance of good attendance to enable your child to reach their potential and to take advantage of all the educational opportunities available to them at The Bourne Academy. Regular, uninterrupted school attendance is a most important factor in ensuring students reach their potential.

As an Academy we expect a minimum attendance of 96%. Attendance will continue to be a key focus for the Academy in the 2023/24 academic year. There will be robust monitoring of all students, with follow up for any that fall below 96%. For any student that falls below 90% which means they are classified as 'Persistently absent' by Government definition, we would expect to be fully aware of why attendance has dropped so low, and a plan of support agreed with parents/carers, as necessary.

If you do receive contact regarding your child's attendance, this doesn't necessarily mean that we are questioning the reason for absence, more that we need to understand whether there are any ongoing issues that we can assist in supporting. The aim is to work together to ensure your child attends as fully as possible. However, it is important that you are aware that legal action, which may take the form of a Fixed Penalty Notice or prosecution, will be considered if unauthorised absence continues, despite a clear plan in place to improve attendance.

If you are unsure whether to send your child in to the Academy if they are unwell, please refer to the NHS guidance <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Please note, Academies are only able to authorise absence that is either unavoidable or exceptional. This does not include holidays in term time. The decision as to whether any request is considered as 'exceptional circumstances' rests solely with the Principal.

Requests for leaves of absence are looked at an individual basis. Any requests should be made prior to the leave of absence. You may be asked to provide additional information/evidence or meet with the Academy staff to discuss the circumstances, and you will be notified of the decision at the earliest opportunity.

If the circumstances are not considered to be exceptional then you will be notified and made aware that the Local Authority may be asked to issue a Fixed Penalty Notice. A Fixed Penalty Notice can be issued to each parent/carer liable for the offence regarding each of their children. This is currently £60 per parent, per child, rising to £120 if not paid within 21 days.

Please contact your child's Head of House in the first instances to discuss any concerns you have regarding situation that may impact your child's attendance.

Yours sincerely,

The Bourne Academy

Principal: Mr Mark Avoth

The Bourne Academy, Hadow Road, Bournemouth, Dorset BH10 5HS

01202 528554 | admin@thebourneacademy.com | www.thebourneacademy.com