



Stockport Academy

The best in everyone™

Part of United Learning

Stockport Academy

Heathbank Road

Cheadle Heath

Stockport SK3 0UP

t 0161 286 0330

e enquiries@stockport-academy.org

www.stockport-academy.org

Twitter: @sptacademy

18th January 2024

Dear Parent/Carer,

At Stockport Academy, we expect all students to attend school every day. Our attendance so far this year has been better than attendance nationally with a noted improvement on last year. We are introducing a number of rewards this year to celebrate 100% attendance.

Every Monday we will be treating two students with 100% attendance to a Domino's Pizza and every Friday a form with 100% attendance will be invited to an early lunch in the school canteen. Please let us know if you do not wish for your child to take part in these rewards for any reason.

We do understand, however, that there may be occasions where you feel that your child is too ill to come to school or there is an exceptional circumstance that would mean that they would need time off school.

Parents or carers have a legal requirement to ensure that their child receives an education. When you apply to a school, and a child is on a legal attendance register, you have a duty to ensure that they attend school regularly. The legal expectation is that a student attends school over 90% of the time. Where a student's attendance falls below 90%, this is classed as persistently absent from school. You can access your child's attendance data on their school report and through Arbor.

For students below 90% attendance, we would need evidence to be able to authorise an illness absence although time off would still count as an absence even if authorised. We have previously written to all local GP surgeries and have asked that if a student sees a GP and the GP deems them unfit for school, that GP receptionist stamps our student planner with an official stamp and that they date it. We would then accept this as evidence that a child is unfit for school. We do not expect that you gain additional evidence ie a doctor's note unless it is a prolonged absence. For students whose attendance is below 90%, we would count their absence as an unauthorised absence unless we have evidence that they are unfit for school.

We would also like to reassure you that we are keen to work with parents and carers where there are wider concerns that may deem an absence appropriate and would always ask that you contact school via our attendance team in the first instance. Our aim is to work in partnership with parents and carers and support families.

It is important, in addition, that we are clear on expectations and legal guidance.

Parents of students with 10 sessions of unauthorised absence (5 school days) may be issued with an EPN (Education penalty Notice). We work in partnership with the Local Authority in relation to any student classed as persistently absent from school and actions may include close school monitoring, referral for enforcement – this may result in a parental contract with the Local Authority or an EPN.

Please note that authorised absence due to illness where we have evidence in student planners via a doctor's stamp would be authorised absence and no EPN would be issued. However, it would still count as absent from school and as such, it would affect a child's overall attendance figure.



Principal: Mrs Janine McCann BA Med NPQEL



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Any absence due to other circumstance must be requested in writing to school and confirmation will be provided as to whether this absence will be counted as authorised or unauthorised.

Students are not allowed to take holidays in term time and any time off due to holidays must be requested in writing to the principal, Mrs McCann. Holidays would only be authorised under very exceptional circumstances. We would issue an EPN (Education Penalty Notice) for an unauthorised holiday. However, please do let school know if you do intend to take your child away on holiday even though this may well be unauthorised. This allows us to know where a child is when they are absent for safeguarding reasons.

Our attendance policy and guidance on EPNs and on legal measures relating to all attendance matters is on our school website:

[Stockport Academy Attendance Policy 23-24](#)

Please do not hesitate to contact Mr Farquhar, our Lead attendance officer, to discuss if you have any queries.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Appleby', with a long horizontal flourish extending to the right.

Kate Appleby | Vice Principal/DSL