



THE CONSORTIUM
ACADEMY TRUST



**THE
HESSLE
ACADEMY**

Penshurst Primary School
Winthorpe Road, First Lane
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HU13 9EX

**Hessle High School
& Sixth Form College**
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12 October 2023

All Parents/Carers - Attendance Letter

Dear Parent / Carer

Good attendance is essential for students' wellbeing and mental health, social development and academic attainment. Equally, poor attendance can have a significant impact on students' mental health, and attainment. Poor attendance produces significant gaps in students' knowledge, and these gaps are difficult to address where poor attendance continues over time.

Whilst we aspire for all students to achieve 100% attendance, we consider 'good' attendance to be at least 96%. Hessle High School and Penshurst Primary School are specifically focussing on attendance this academic year.

The Department for Education and East Riding of Yorkshire Local Authority have directed schools to inform them of low attendance which may lead to the Local Authority issuing fines to parents – in the form of a fixed penalty notice - in certain circumstances. These include:

- Unauthorised absences (including holidays in term time)
- After five days of illness, within a 13-week period, where there is no formal medical evidence to support the absence
- After a period of absence or illness without medical evidence where there has been historic poor attendance (for example in the previous academic year)

We understand that students are sometimes ill, and that some of our students have ongoing medical conditions that require periodic absence. Please be assured that these absences will continue to be authorised where we are provided with formal medical evidence to support the absence i.e. doctors' notes or letters, and appointment confirmation letters.

If your child has ongoing medical issues, including mental health issues, that might cause absence from school, you should arrange an appointment with your child's doctor in the first instance and pass evidence of this appointment to the Attendance team via attendance@hessleacademy.com.

We have a responsibility to inform you of your child's attendance throughout the year. Therefore, it is imperative that you keep the school up to date with any changes. Your details can be kept up to date via the Arbor Parent Portal or by completing the Microsoft form [HERE](#).

Should your child's attendance drop below the expected 96% you may be contacted to put a support plan in place. Please see attached for more information on what warrants an 'unauthorised attendance mark' and further information regarding penalties issued by the Local Authority.

The school Access to Education Policy can be found [HERE](#) and details the school policy around attendance.

Thank you for your ongoing support, if you require any further information, please call the attendance office on 01482 648604 and follow the options for student absence or email attendance@hessleacademy.com.

Your sincerely

A handwritten signature in black ink, appearing to read 'A Chapman', written in a cursive style.

Mr A Chapman
Deputy Headteacher, Pastoral