



# Attendance policy summary

Dear parents/carers,

At Beacon Hill Academy, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our learners. 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

## Acceptable reasons for absence

We recognise that there are circumstances where a learner'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 school
- **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) Your child will need to collect an exit slip from the attendance office before they are allowed to leave the school site.
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school 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 school:** on the day of the absence, please notify the Academy before 9am. You can do this by calling the attendance office on 01902 677754, email [attendance.office@beaconhillacademy.org.uk](mailto:attendance.office@beaconhillacademy.org.uk) or send a message via the reach more parents app. You must contact school every day that your child is absent from school.
2. **Provide a reason for absence:** please provide the reason for the absence.
3. **Provide medical evidence upon return:** when your child returns to school, please provide any medical evidence that relates to the absence. This evidence should be given to the attendance office.



# Beacon Hill Academy

High Arcal Drive, Sedgley, Dudley, West Midlands, DY3 1BP  
T: 01902 677754 E: [helpline@beaconhillacademy.org.uk](mailto:helpline@beaconhillacademy.org.uk)  
W: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)  
Principal: Mr S Dhami



## Attendance support

We understand that some learners may face challenges that impact their attendance. Our attendance team is here to provide support and guidance to learners and their families in such situations.

When a learner's attendance begins to fall, the academy will write to you informing of your child's attendance levels, and may invite you to a meeting where we can offer a wide range of support including early help.

If you encounter any difficulties related to attendance, please contact Mrs Dorrell – Attendance and Welfare Manager 01902 677754 or email [attendance.office@beaconhillacademy.org.uk](mailto:attendance.office@beaconhillacademy.org.uk)

## Sanctions for unauthorised absence

If persistent absences are unauthorised by the Academy, and there has been no improvements despite offers of support, then the matter may be referred to the Education Support Service (ESS), which is the local authority team responsible for helping schools manage attendance issues. They may investigate further, which can lead to:

- Issuing a fixed penalty notice of £160 per parent/carer, per child if paid within 28 days, reduced to £80 if paid within the first 21 days.
- **Legal Action:** If the situation does not improve, the matter can be taken to court under Section 444(1) Education Act 1996. If found guilty, you may be fined up to £1000.
- **Serious Legal Consequences:** For more severe cases, under Section 444(1a) Education Act 1996, the fine can be up to £2500, and parents/carers could even face up to 3 months in prison.

## Rewards for good attendance

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

At Beacon Hill rewards form a huge part in the positive culture and ethos which we pride ourselves on. Having excellent and regular attendance will result in your child receiving a range of reward opportunities:

- Weekly merits for both good attendance and punctuality.
- Queue jump passes.
- Golden tickets.
- Excellent Attendance & Punctuality will also contribute to entry to inflatable fun, pizza parties, free ice creams and free items from visiting burger vans.
- Amazon vouchers for 95% or higher, perfect punctuality and improving attendance.
- Breakfast treats for learners who have improved attendance over time.



# Beacon Hill Academy

High Arcal Drive, Sedgley, Dudley, West Midlands, DY3 1BP  
T: 01902 677754 E: [helpline@beaconhillacademy.org.uk](mailto:helpline@beaconhillacademy.org.uk)  
W: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)  
Principal: Mr S Dhami



- Post cards & positive phone calls home.
- Form success can also lead to trips out, earlier lunch passes, additional social time, weekly queue jumps and lunch time treats also.
- Access to end of half term trips, day visits such as Drayton Manor, Baggeridge High Ropes, Ice Skating and Go Karting – all of which will rely on good attendance, punctuality and behaviour records in school for a set time period.
- And many more...

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

## 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.

There is NO entitlement for parents to take their child out of school during term time for a holiday. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Parents must complete a leave of absence form at least **4 weeks in advance** of the absence. This can be completed online through the school website or a form can be collected from the reception, completed and returned.

Requests for exceptional circumstances will be considered on an individual basis..

If the absence is not authorised and the holiday/leave of absence is taken anyway, the case will be referred to the Education Support Service (ESS) who may issue a Penalty Notice

From August 2024 the National framework for penalty notices for absences has been updated.

### **First offence**

The first time a penalty notice is issued, the fine amount will be £160 per parent, per child if paid within 28 days, reduced to £80 if paid within the first 21 days.

### **Second offence (within 3 years)**

The second time a penalty notice is issued, the amount will be £160 per parent, per child, payable within 28 days. The lower rate is not an option.

### **Third offence and any further offences (within 3 years)**

The third time an offence is committed, for term time leave or irregular attendance, a penalty notice will not be issued and the case presented straight to the Magistrates court. Magistrates can fine up to £2,500 per parent, per child.

Cases found guilty at Magistrates court can show on the parents DBS certificate due to failure to safeguard a child's education.

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential.



## Beacon Hill Academy

High Arcal Drive, Sedgley, Dudley, West Midlands, DY3 1BP  
T: 01902 677754 E: [helpline@beaconhillacademy.org.uk](mailto:helpline@beaconhillacademy.org.uk)  
W: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)  
Principal: Mr S Dhami



### **My question hasn't been answered here**

Please get in touch with Mrs Dorrell – Attendance and Welfare Manager with any further questions, or if you have any concerns that you feel are impacting your child's attendance 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,

Mr Dhami  
Principal - Beacon Hill Academy

### **Attendance contact information**

Academy attendance office: 01902 677754

Email: [attendance.office@beaconhillacademy.org.uk](mailto:attendance.office@beaconhillacademy.org.uk)

Attendance and Welfare Manager – Mrs Dorrell

Website: [www.beaconhillacademy.org.uk](http://www.beaconhillacademy.org.uk)

