



Dear Parents/Carers,

I hope this letter finds you and your family well and that you all had a wonderful summer. As we begin the new academic year at Cherry Tree Academy, I would like to emphasise the importance of regular school attendance and punctuality for your child. Research shows that good attendance is closely linked to academic success. By ensuring your child is in school as much as possible, you are helping to support their development, both academically and emotionally. Regular attendance not only enhances their learning but also helps them feel more settled and secure, promoting their overall well-being by keeping them fully engaged in the life of our school.

Our school day begins at 8:45 AM when doors open to pupils, and the registration period starts. Registration closes at 9:00 AM, at which time all external classroom and cloakroom doors are closed, and lessons commence. Arrivals after 9:00 AM must enter through the main door and report to the school office, where you will be required to record the time of arrival and the reason for lateness. Late arrivals can disrupt classroom routines and affect not only your child's learning but also how settled and prepared they are for the day ahead.

At Cherry Tree Academy, we take attendance seriously and have a firm but supportive approach. All lateness and absence will be closely monitored, and we will follow up with families where necessary. We want to ensure that every child has the opportunity to thrive. If you have concerns or need support regarding your child's attendance, please feel free to speak to myself or Miss Shephard, our Family Support Worker. We are here to help.

Attached, you will find a letter explaining the details of Penalty Notices for poor attendance. While we must take a firm stance, please know that we also celebrate and reward good attendance in a variety of ways throughout the year. Pupils are taught about the importance of good attendance and punctuality through our curriculum and celebrations.

Thank you for your continued support in making regular attendance a priority. Together, we can ensure that our pupils have the best possible opportunity to succeed. If you have any questions or concerns, do not hesitate to contact me or the school office.

Best regards,

Mrs S Cannon

Deputy Headteacher

Designated Person for Safeguarding: Miss L Shephard

Deputy Designated Person for Safeguarding: Mr A Dawson, Mrs S Cannon, Mrs P Millard and Ms K King

If you are worried a child is at risk of harm, please contact: Social Care Direct on 01924 303456



Penalty Notice Fines for School Attendance are Changing!

With the introduction of the New National Framework for Penalty Notices, the following changes will come into force on 19th August 2024.

PENALTY NOTICES WILL BE ISSUED FOR

Term Time Leave: Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days

10 Sessions of Unauthorised Absence in a 10 Week Period: A Penalty Notice may be considered/issued when a pupil has had 10 sessions of unauthorised absence in a 10 week* period.

*School Week's

PER PARENT / PER CHILD

Penalty Notice Fines will continue to be issued per parent per child

For Example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines

FIRST OFFENCE

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days**

SECOND OFFENCE (within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 if paid within 28 days (no reduced fee for paying early).

(**Unpaid Penalty Notice's after 28 days may result in a parental prosecution)

THIRD OFFENCE (within 3 years of the First Offence)

On the third time that an offence is committed for either a Term Time Holiday and / or Irregular Attendance a Penalty Notice will not be issued, the case may proceed straight to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.

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