



The Berkeley Academy

Laidon Avenue, Wistaston, Crewe, CW2 6RU

Head Teacher: Mrs S L Gohr



September 2026

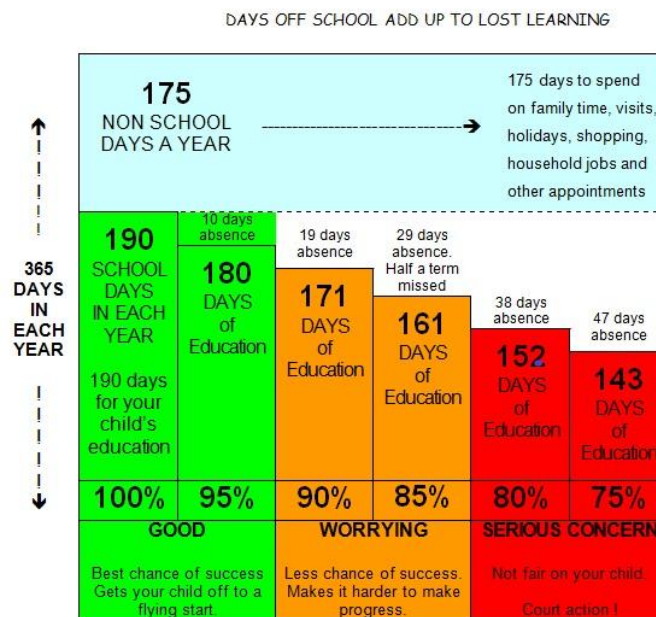
Dear parents/carers,

SCHOOL ATTENDANCE

At The Berkeley Academy, attendance is monitored on a regular basis and we work actively with parents to ensure a regular pattern is maintained. Each half-term, parents/carers of any child with an attendance level of below 90% will be highlighted and may receive a letter; this is in line with the government guidelines as any child with this level of attendance is classified as a persistent absentee.

Parents whose children are a registered pupil at a school or academy, have a legal duty to ensure their child/children's regular and punctual attendance. Failure to do so is an offence and may result in prosecution.

Regular school attendance is essential to ensure uninterrupted progress and to give children the best chance of achieving their potential. Poor attendance can seriously affect each child's attainment in school as well as their relationships with other children. I have included a chart below which shows how absence is monitored and what level of attendance is expected:



Our aim is for all children to reach the 'green' zone and with the support of all parents/carers, I am sure that this can be achieved.



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Registered Office: Excalibur Primary School, Ivy Lane, Alsager, Cheshire, ST7 2RQ

Pupils are expected to attend school punctually every day and they are required to be at school, for the full day.

The school day is structured as follows:

Year Group	Doors open	Start of day	End of day
Nursery	8.45am	8.50am	3.15pm
Reception	8.40am	8:50am	3:15pm
Year 1		8:50am	3:15pm
Year 2		8:50am	3:15pm
Year 3	8:45am	8:55am	3:20pm
Year 4		8:55am	3:20pm
Year 5		8:55am	3:20pm
Year 6		8:55am	3:20pm

Lateness = Lost Learning

5 minutes late every day	3 days lost!
10 minutes late every day	6.5 days lost!
15 minutes late every day	10 days lost!
20 minutes late every day	13 days lost!
30 minutes late every day	19 days lost!

ILLNESS

If your child is unable to attend school due to illness, parents/carers must call the school office on 01270 845726 and leave a message on the school absence line to advise the reason for absence. This must be done **each day** that your child is unable to attend. School may request medical evidence to support any absence if the Headteacher feels that this is necessary.

MEDICAL APPOINTMENTS

We would encourage all parents/carers to make any dental/medical appointments out of school hours where possible. We do understand that on occasions this may not always be possible, and in these circumstances, we would ask that you advise the school office via email to: admin@berkeley.cheshire.sch.uk and provide a copy of your appointment letter.

LEAVE OF ABSENCE REQUEST/HOLIDAY DURING SCHOOL TIME

Due to Government legislation, the Headteacher is not able to authorise any holidays during term time unless this is deemed as exceptional circumstances. If you do intend to take your child out of school for any reason, a Leave of Absence request form must be completed **in advance** and returned to the school office before the absence is taken. These forms are available from the school office or on our website, Once a leave of absence request form is received, the Headteacher will process your request and a letter will be sent out to the parent/carer advising of the decision.

If a requested leave of absence has been declined by the school and parents/carers still decide to take their child/children out of school, the absence will be recorded as 'unauthorised' and a Fixed Penalty Notice may be issued; please see below:



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National threshold for issuing penalty notices.

The National threshold for issuing penalty notices has been set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks.

However, if in an individual case the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one **before** the threshold is met.

For example - where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

When school becomes aware that the threshold has been met, we are expected **in every case** to consider whether to request the Local Authority to issue a penalty notice.

For a **First** offence the Penalty Notice fine would be: -

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days.

For a **Second** offence within 3-years of the first penalty notice being issued, the penalty notice fine would be:

- £160 per parent, per child if paid between 28 days.

Following the second offence **every new offence within the 3-year period, will be prosecuted** under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place, the maximum fine is **£1,000 per parent, per child**. This reflects the seriousness of unauthorised absence from school.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will liaise with the LA regarding the Missing in Education procedure.

TOP ATTENDANCE TIPS FOR PARENTS

These are tried and tested tips provided by Cheshire East Education Welfare Service to ensure good attendance for your child:

- Talk to your child about how important it is to attend school every day.
- Show an interest in what your child has done at school each day.
- If you think your child is trying to avoid school, can you find out why? Ask them, ask their friends, ask their teachers.
- Help your child to keep to routines, going to bed and getting up at set times, completing homework on the night it is set etc.
- Unless unavoidable, please do not arrange medical or dental appointments during school hours.
- Encourage after school and extra-curricular activities.
- Talk to your child's teachers if you notice sudden changes in behaviour.
- Remember that habits are formed early. It is much more difficult to get your child to school regularly if you have let them stay at home "Just this once", it is better to say "no, school is important" in the first place.

Thank you for your support, please do not hesitate to contact me if you have any questions regarding these matters.

Kind regards,

S. L. Gohr.

Mrs S L Gohr
Headteacher



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