



SPARKEN HILL ACADEMY

September 2025

Welcome Back!!

We would like to take this opportunity to welcome you back to a new school year and remind you of a few very important factors relating to school attendance.

Sparken Hill Academy is committed to providing all children with the best start in life. Good school attendance is a key factor in ensuring that children make the best of their education. We expect all of our children to achieve and maintain a minimum attendance of 97%. To help your child to achieve good attendance we promise that we will:

- ❖ Support you in any way we can to ensure that your child attends school every day on time
- ❖ Contact you if we identify that your child's attendance is of concern to us
- ❖ Provide you with regular updates on your child's attendance

The school day starts at 9am.

Classrooms are open at 8.45am, the school gates are locked at 9am. It is very important that children arrive into school on time, pupils who arrive late into the classroom miss vital information and disturb other pupils who have already started their morning routines. Any pupil arriving after 9am must be signed in via the main school reception. Our registers close at 9.30am; any pupil arriving after this time receives an unauthorised absence mark on the register. Please see unauthorised absence information below.

Holiday absence during term time

We do not authorise holiday absences during term time. Schools are only allowed to agree leave of absence during term time in exceptional circumstances. The fundamental principles for defining 'exceptional' are where requests are rare, significant, unavoidable and short. Parent/Carers who remove their child from school during term time are liable to receive a penalty notice (penalty fine). Please see unauthorised absence information below.

Unauthorised absences

Parents/Carers can be issued with a penalty fine where a pupil has 5 days unauthorised absence in any ten-week period. An absence is marked unauthorised when:

- ❖ A pupil arrives late into school after registers have closed at 9.30am.
- ❖ A pupil is absent from school but the parent/carer does not contact school to give a reason for the absence.
- ❖ A pupil has 5 consecutive days for the purpose of a holiday.
- ❖ School take the decision not to authorise an absence.

Once issued, A Penalty Notice incurs a fine which is issued by and payable to the Local Authority. Details of Penalty Notice amounts and arrangements are included on the penalty notice.



SPARKEN HILL ACADEMY

Year 6 Prom

Year 6 pupils will need an end of year attendance of at least 94% in order to attend the Prom.

Reporting absence

Please contact school before 9am on the day of the absence via one of the following:-

- ☎ Leave a voicemail on 01909 534061 ➔ Text message to 07590223940
- ➔ Via the Arbor App

Medical, dental and optician appointments must be made outside of school hours.

Attendance Incentives & Rewards

We have a realm of incentives in school to reward good attendance. These include; A Trophy and treats for the class achieving the highest attendance within each keystage, cupcakes for the class achieving 100%. £10 raffle for the pupil who achieves 100% in any given week. Our parent raffle rewards £25.00 vouchers to the parent/carer where their child achieves an attendance of 97% or above with no late marks on the register.

I am sure you will agree that your child's education is very important and that we must work together to ensure that they reach their full potential. If you ever experience difficulties which affect your child's attendance please contact our Attendance Advisor, Mrs Harris on 01909 534072 in order that we can work together to resolve them.

As a supportive measure, I also ask my staff to carry out home visits where I feel a pupil's attendance is a cause for concern.

Yours sincerely

Mr R Lilley
Principal