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Wakefield Road, Horbury, West Yorkshire, WF4 5HE

Executive Principal: Mrs N Walker

November 2026

Dear Parent/Carer,

Attendance Expectations at Horbury Academy

At Horbury Academy, we believe that excellent attendance is essential for pupils to achieve their full potential. Regular attendance supports academic progress, wellbeing, positive relationships and future success. We therefore ask all families to work with us to ensure pupils attend school every day and arrive on time.

Punctuality

- Pupils must arrive at the academy by 8.25am, when the doors close. Pupils who arrive after this time will receive a 30-minute detention, unless there are exceptional circumstances. If there is a genuine reason for lateness, parents and carers should inform the academy.
- In line with national guidance, pupils arriving after 9.00am will receive a U code, which is recorded as an unauthorised absence for the morning session and impacts overall attendance.

Reporting Absence

If your child is unwell and unable to attend school, a parent or carer must contact the academy on the first day of absence by 8.30am and provide a specific reason, such as fever, vomiting or a virus. This must be for each day of absence.
If no reason is provided:

- A text message will be sent requesting an explanation.
- The absence will be recorded as unauthorised if no response is received.
- A home visit will occur after 2 days if no communication has been received or 3 days to support pupil well-being.

Medical Appointments

Where possible, appointments should be arranged outside of school hours. If this is not possible, pupils should attend school before and/or after their appointment to minimise lost learning time.

Unauthorised Absence

- The academy cannot authorise family holidays during term time. Any holiday taken without authorisation will be recorded as an unauthorised absence.
- In line with national regulations, where a pupil accrues **10 sessions of unauthorised absence (equivalent to five school days) within a rolling 10-school-week period**, a **Penalty Notice** may be issued by the Local Authority to each parent with parental responsibility.

Support Available

We understand that there are times when pupils and families may face challenges that affect attendance. If you are experiencing difficulties and feel your child may need support to attend regularly, please contact the academy as soon as possible. By working together, we can identify appropriate support and help remove any barriers to attendance.

Our Attendance Expectation
We regard **97% attendance and above as excellent attendance.** Every day in school counts, and we appreciate your support in helping your child attend regularly, arrive on time and make the most of every learning opportunity.

Thank you for your continued support and partnership in ensuring every pupil at Horbury Academy attends, achieves and thrives. Should you wish to contact the attendance team, you can do so via attendanceofficers@horburyacademy.com or telephone 01924 282740.

Yours sincerely,

Mrs J Manley
Education Welfare Officer