



# MONTGOMERY **Attendance**

A guide for parents/carers  
and students  
2025/26

An Academy within the Fylde Coast Academy Trust  
Headteacher: Mr S. Careless BSc MSc NPQH

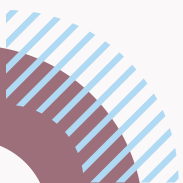


# WHY IS ATTENDANCE IMPORTANT?

The aim of this booklet is to outline the importance of regular attendance at school and to emphasise the impact it can have on your child's academic progress. Research indicates that there is a direct link between poor attendance and poor achievement.

Montgomery Academy has a minimum target of 98% attendance for every child. A student who has 90% attendance misses almost 4 weeks of school every year. That's over 100 hours of learning.

If young people do not attend school regularly, they will experience difficulty in keeping up with their studies. In addition, they also miss out on the many activities and opportunities that we offer at Montgomery Academy that support the curriculum and nurture their growth into young adults. Students who do not attend school regularly are at a greater risk of becoming involved in crime or becoming a victim of abuse.





# EMERGENCY FIRST AID

Please note that Montgomery Academy operates an emergency first aid facility only.

If a student is unwell or has an accident during school hours, he or she must follow the correct procedure and go to The Main School Reception who will give appropriate first aid and contact their Pastoral Manager. Parents will be contacted should your child be unable to continue their lessons.

Please ensure your contact details are up-to-date.

A student sent home sick will have the remaining school session recorded as an authorised absence, but further absence from school should be covered by a telephone call by 8.15 am (medical evidence may be requested if student attendance is being monitored).

## USEFUL TELEPHONE NUMBERS

Montgomery Academy

Telephone:

01253 356271

Email:

[admin@montgomery.fcat.org.uk](mailto:admin@montgomery.fcat.org.uk)

Attendance Team

Telephone:

01253 508583

Email:

[attendance@montgomery.fcat.org.uk](mailto:attendance@montgomery.fcat.org.uk)

# STUDENTS' RESPONSIBILITIES

- Aim for 100% attendance.
- Follow the dress code set by Montgomery Academy.
- Be punctual to tutor time and lessons. Students should be in school at 8.35am for a prompt 8.45am start.
- There are consequences in place for lateness:
  - 3x late marks for arriving 5 minutes late = 1 hour after school detention
  - 1x late mark for arriving more than 5 minutes late to school = 1 hour after school detention
- Be equipped and ready to learn.
- Visit the toilets at break time and lunch time.

## Recipe for success:

- Only stay at home if you are genuinely ill
- Do not take a holiday in school time
- Get organised the night before and get enough sleep
- Talk to your parents about school and how you feel about it
- Talk to someone if something is bothering you - you are not alone, and we are here to help you.





# ABSENCE



If your child is absent from school through illness you will need to supply a covering note in order for Montgomery Academy to consider authorising the absence. If your child is being monitored (their attendance is below 95%) by the Attendance Team at Montgomery Academy or by the Pupil Welfare Service, medical verification must be provided in order for the absence to be authorised.

You are asked to contact the school on the first morning of absence by 8.15 am by telephone on 01253 508583 and contact school each day the absence continues. All evidence of absence must include your child's name and be dated by the medical service that your child has visited. This should be handed in on the first day that they return to school. At any point during an absence the Pastoral Team may visit in order to satisfy safeguarding regulation and offer support where necessary.

We ask that all medical appointments are supported by an official letter or appointment card prior to the appointment being taken. Appointments for routine check-ups should be made at the end of the school day or during school holidays. Your child's absence will be recorded as unauthorised on the school register unless official documentation is provided. Where this is provided the absence will be recorded as an authorised absence. Where a medical appointment is unavoidably during the school day, we would expect your child to attend school prior to the appointment and come back into school following the appointment, dependent on the time of the appointment.



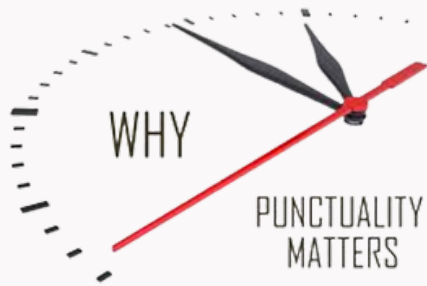
It is important that we help our young people to get into the good habits that they will need in the work place. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality.

Students who develop a poor pattern of attendance and punctuality will be monitored by our Attendance Team and you may be invited into school for a meeting with The Attendance Manager, the Pupil Welfare Officer and a Senior Leader.

As a parent, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine and prosecution. You may also find yourself issued with a penalty notice.

Persistent Absence (PA) is classed as any absence that equates to over 10% of the academic year at any given time. Any student that appears on the PA list will be monitored formally by the Pupil Welfare Officer.





# PUNCTUALITY

It is important that all students conform to the school's expectations regarding punctuality to school and to lessons. If your child is late to school they will incur a consequence; we would encourage you to speak with your child about the need for good punctuality.

If your child is persistently late for school, you will be contacted to discuss the reasons for this and may be invited in to a meeting with the Attendance Manager.

Punctuality consequences:

- 3x late marks for arriving 5 minutes late = 1 hour after school detention
- 1x late mark for arriving more than 5 minutes late to school = 1 hour after school detention



# SUPPORT FOR YOUR CHILD

We are always happy to support students and families with any issues relating to attendance and punctuality. Please let us know if your child is unhappy at school and we will endeavour to change things for the better where we can. Likewise we will contact you if we have any concerns regarding your child.

Staff to contact in this case are below. You can contact them through reception or their email address is the first initial a (.) and surname followed by @montgomery.fcat.org.uk for example: j.quinn@montgomery.fcat.org.uk

## **Year 7**

Mrs King/Miss L Holden - Progress Manager  
Mr S Higgs - Pastoral Manager

## **Years 8**

Mr M McGarvey – Progress Manager  
Miss Reilly - Pastoral Manager

## **Year 9**

Mr J Quinn - Progress Manager  
Mrs McMillan - Pastoral Manager

## **Year 10**

Mr L Meakin - Progress Manager  
Mr D Benson - Pastoral Manager

## **Year 11**

Mr McArdle/Mr Taylor - Progress Manager  
Miss R Sharpe - Pastoral Manager

## **Assistant Headteacher/Senior Attendance Champion**

Mr R Shillitoe

## **Lead Pastoral & Attendance Manager**

Mr T Burns

## **Pupil Welfare Officer**

Mr L Sowerby

## **Attendance Officer**

Miss S Henry





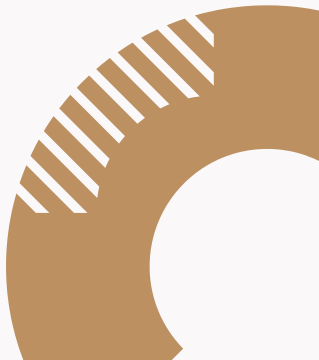
# PENALTY NOTICES



In cases of unauthorised absence and persistent lateness, you will receive a Notice to Improve your child's attendance at school. This will include a copy of your child's attendance details. If the required improvement is not made, a penalty notice may be issued or you may be prosecuted.

In cases of unauthorised leave, no Notice to Improve will be sent before a penalty notice is issued or prosecution proceedings.

## PENALTY NOTICES FOR UNAUTHORISED LEAVE OF ABSENCE, INCLUDING HOLIDAYS

- Penalty notices may be issued in response to poor school attendance and unauthorised leave (holidays during term time) resulting in a fine and/or legal proceedings under Section 444(1) or 444(1)(A) in a magistrates court. Please be aware that the maximum sentence for this offence is a fine of £2,500 and/or up to three months imprisonment.
  - Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days
  - Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate
  - The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years
  - A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution)
  - Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds
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# LEAVE OF ABSENCE

The Education Regulations makes clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances the school will consider a request for a leave of absence for one period of absence during the academic year. Weddings and family events are not classed as special or exceptional circumstances. You need to complete a Leave of Absence request form and provide evidence to support your application and return it to school at least six weeks prior to the proposed date of absence. Research indicates that fewer than 40% of pupils in secondary schools with an average of 15 days or more absence per year achieve 5 good GCSE passes.

# REWARDS

If 100% attendance is achieved your child will receive a certificate, a badge and potential further rewards such as reward lunches, in recognition of this achievement.

Pupils with poor attendance or punctuality may not be invited to excursions, trips, end of school celebrations etc.

If your child is late after the register has closed you may be liable to receive a Fixed Penalty Notice from the Local Authority.



# WHAT CAN PARENTS DO TO HELP?

It is important that you inform us of any medical or emotional issues that may be affecting your child's attendance to enable us to offer the appropriate support. If you suspect that your son or daughter is experiencing any problems or issues at school that may be affecting their attendance please make contact with us as soon as possible via their Progress Tutor, Progress Manager or Pastoral Manager. This will alert us to any problems and help us to work with you towards resolving any issues. It is important that your son or daughter understands that you are working with the school to ensure that there are no barriers to learning and that you do not condone absence.

## THE LAW

### YOU ARE LEGALLY RESPONSIBLE FOR:

- Ensuring your child receives full time education.
- Ensuring that your child attends school regularly.

### YOU CAN MEET YOUR LEGAL RESPONSIBILITIES, AND GIVE YOUR CHILD A HELPING HAND, BY:

- Ensuring that your child attends school every day.
- Ensuring your child is punctual by leaving home in time to get to school.
- Supporting and encouraging your child in school by attending progress evenings and other events.
- Making appointments for your child to visit the doctor (except in urgent cases), dentist or optician outside of school hours.
- Informing school of absences giving reason for absence.
- Providing a note for the school when your child returns after an illness and/or medical evidence.



# TERM DATES FOR THE ACADEMIC YEAR 2025/26



<b>Inset Days</b>	Monday 1st September 2025 (School Training Day) Tuesday 2nd September 2025 (School Training Day) Friday 17th October 2025 (School Training Day)
<b>Term Starts</b>	Wednesday 3rd September 2025
<b>Mid Term Closure</b>	Monday 20th October 2025 - Friday 31st November 2025
<b>Closure After School</b>	Friday 19th December 2025

<b>Re-Open</b>	Monday 5 <sup>th</sup> January 2026
<b>Mid Term Closure</b>	Monday 16th February 2026 - Friday 20th February 2026
<b>Inset Days</b>	Monday 23 <sup>rd</sup> February 2026 (School Training Day)
<b>Closure After School</b>	Friday 27 <sup>th</sup> March 2026

<b>Re-Open</b>	Monday 13 <sup>th</sup> April 2026
<b>School Closures</b>	May Day Bank Holiday - Monday 4 <sup>th</sup> May 2026 School Inset Training Day - Monday 29 <sup>th</sup> June 2026
<b>Mid Term Closure</b>	Monday 25 <sup>th</sup> May 2026 - Friday 29 <sup>th</sup> May 2026
<b>Closure After School</b>	Thursday 23 <sup>rd</sup> July 2026

# Attendance

At Montgomery, students attend school and are punctual



**Montgomery**  
Academy

Inspiring Excellence Together

**100%**

**Excellent**



**98%**

**Good**



**96%**

**Nearly There**



**94%**

**Needs to Improve**



**92%**

**Danger Zone**





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Academy

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<b>95%</b>	<b>=</b>	<b>47 LESSONS MISSED EACH YEAR</b> 9.5 days or 1 week & 4.5 days of learning missed
<b>90%</b>	<b>=</b>	<b>95 LESSONS MISSED EACH YEAR</b> 19 days or 3 weeks & 4 days of learning missed
<b>85%</b>	<b>=</b>	<b>143 LESSONS MISSED EACH YEAR</b> 28.5 days or 5 weeks & 3.5 days of learning missed
<b>80%</b>	<b>=</b>	<b>190 LESSONS MISSED EACH YEAR</b> 38 days or 7 weeks & 3 days of learning missed
<b>75%</b>	<b>=</b>	<b>237.5 LESSONS MISSED EACH YEAR</b> 47.5 days or 9 weeks & 2.5 days of learning missed

**98%**

**Good**

