

“Everything is possible for one who believes”

MARK 9:23

Bradford Forster Academy
A Church of England Academy



DSK/EMY/RMW

17th September 2026

Dear Parents/Carers

I hope this letter finds you well.

We hope that you have had a restful summer break and that your child is feeling refreshed and ready for the new school year.

I wanted to take this opportunity to remind you that good attendance is essential if students are to achieve their full potential. At Bradford Forster Academy, we expect all students to maintain a minimum attendance of 95%, as regular attendance is closely linked to academic success and wellbeing.

Attendance Expectations

Parents/Carers have a legal responsibility to ensure that their child attends school regularly. Absences for the following reasons will not normally be authorised:

- Holidays or family visits during term time
- Parents'/carers' work commitments
- Caring for family members or siblings
- Parent/carer illness

Reporting an Absence

If your child is unable to attend school, please notify us before **8:00am** on the day of the absence. When reporting, please provide specific details regarding the reason for their absence (e.g., "vomiting" or "fever" rather than "unwell" or "under the weather"). This allows us to track patterns of illness across individual students and year groups, enabling us to offer more effective support.

You can report an absence by completing our online form here [🔗 Report Student Absence – Fill in form](#) which can be found on our website [🌐 Attendance | Bradford Forster Academy](#), sending a text message, or calling the attendance line directly to [📞 07342 859955](#), or calling the main line on [📞 01274 302400](#) (Option 1) and provide:

- Your child's name
- Your relationship to the child
- The reason for the absence
- Parents/carers are expected to contact the school on each day of absence. If we are unable to make contact, a home visit may be carried out.

Headteacher: Mr D Styles

Bradford Forster Academy, Fenby Avenue, BD4 8RG

📞 01274 302400

✉ info@bfa.bdat-academies.org

🌐 www.bradfordforsteracademy.co.uk

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Medical Appointments

Where possible, medical and dental appointments should be arranged outside of school hours. If an appointment must take place during the school day, evidence must be provided so that the absence can be authorised.

Leave of Absence During Term Time

Any request for absence during term time must be made in advance using a Leave of Absence Form, which can be found in the Attendance section of the school website.

Only the Headteacher can authorise a leave of absence. Holidays taken during term time cannot normally be authorised unless exceptional circumstances apply, and supporting evidence will be required.

Response to poor attendance

If a student's attendance falls below 95%, we will work with parents to support the child to improve. Initially, you will be informed in writing that your child is not currently meeting the expected level of attendance and be given time to address the situation. Where no improvement is made, we will request to meet with parents in school to discuss an attendance improvement plan for your child. If there is still no significant improvement, referrals for penalty notice fines and legal prosecutions will be made. These will be administered by Bradford Local Authority.

Penalty Notice Fines: Regular and punctual attendance of students at school is both a legal requirement (Section 7 of the Education Act 1996) and essential for students to maximise the opportunities available to them to reach their full potential. It is parent(s)/carers responsibility to ensure their child/ren receive(s) efficient fulltime education. Where student attendance is poor without good reason, penalty notices and referrals for legal prosecution will be made to the local authority. Please also be aware that national legislation regarding punctuality came into force in September 2023 and parents can be fined for 6 or more occasions of lateness.

Students should arrive at school for 8.15am and are expected to be in form rooms for 8:25am. Registers close at 9am. Arrival after this time may be recorded as an unauthorised absence and may result in penalty notices.

Please remember that Bradford Council have increased fines for unauthorised term-time absence from £60.00 to £80.00 per child, per parent. Bradford Council may take you to court if your child's attendance falls below 80% or you do not pay the penalty notice. If Bradford Council do take you to court, you could be fined up to £2,500.00 per child, per parent, if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check).

Support Available

Our Pastoral Managers and Attendance Improvement Manager are available to support students and families where attendance concerns arise.

Thank you for your continued support. By working together, we can ensure every student has the best opportunity to succeed.

If you have any questions, please do not hesitate to get in touch.

Yours faithfully

D Schack

Mr D Schack
Deputy Headteacher, Behaviour & Attitudes