

APLEY WOOD PRIMARY ACADEMY

Pool Farm Avenue, Apley, Telford TF1 6FQ

Headteacher Mrs E Smith

Deputy Headteacher Mrs Y Thorpe

Co-Chairs Of Governors Mrs E McDermott & Mrs B Mistry

Email: Admin@apleywoodprimary.org
Telephone: 01952 980190

Website: www.apleywoodprimary.org

9th September 2026

Dear Parents and Carers,

We hope you're having a great start to the school year. We'd like to remind you about some important changes to attendance and punctuality rules the Department for Education (DfE) made recently. These apply to all schools, including Apley Wood Primary Academy.

Key Points:

- **Penalty Notices**: If a child has 10 sessions of unauthorised absence within 10 school weeks, a penalty notice may be issued. Each day has 2 sessions.
- **Charges**: First notices are £160 per parent, per child (reduced to £80 if paid within 21 days).
- **Punctuality**: School starts at **8:45am. All** children need to be on the school site before the school day, to enter their class at this time, as this is when learning begins. Regular arrival after this time means a build-up of learning time lost at the start of every day.
- Arrivals after 9:30am count as unauthorised absences and may lead to penalties if repeated.
- **Appointments**: all **routine appointments** should be scheduled for after school and school holidays, evidence will be required for any appointments that are during school hours and children are required to attend before/return to school following their appointment.

If your child is unable to attend school, contact needs to be made by 8:45am each day that they are absent, this can be via phone call 01952 980190 or via email absence@apleywoodprimary.org
If children are absent from school, in line with our attendance and safeguarding policy home visits may be conducted.

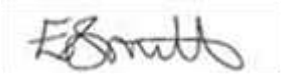
Our school Attendance target this year is 96%.

We understand that there can be reasons why attendance is low, and we're here to help. These rules are national, not school-specific, and aim to support children's learning leading to be best outcomes for your children. Please also remember out new 'under the weather' form that you can complete if your child attends school feeling not quite themselves so that staff can be aware to monitor and support them.

If you have any questions or need support, please contact myself, Mrs Cartwright or Mrs Mumford. We're always happy to help.

Thank you for your continued support in helping your child get the most out of their education.

Kind regards



Mrs E. Smith

Headteacher