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Headteacher: Mr G Green

30 July 2025

## Getting your Child Ready for September (Letter 2)

Dear Parents/Carers

I hope you and your family are enjoying a great start to the summer holidays. We wish you and your children a fantastic and restful break. I'm writing to you early in the summer to share some important information about the start-of-year arrangements, to highlight the legal expectations and importance of school attendance, and to provide an update on our catering services. I'd also like to take this opportunity to thank you for your continued support throughout the year.

### Start of Year Arrangements

The Autumn Term will begin for year 7, 11 and 12 students on Thursday 4<sup>th</sup> September 2025. All other year groups will return on Friday 5<sup>th</sup> September 2025. Students in years 7, 11 and 12 start earlier to complete their full induction to the school whilst also ensuring our year 11 pupils are as best prepared for their final GCSE year. All students will be expected to be at the Academy as usual from **8.30am for the start of the day at 8.40am**. All students must be in full and correct Academy uniform from the start of next term (see September Letter 1 for guidance – a copy of this letter is on our website under Letters & Information for Parents section).

Thursday 4 <sup>th</sup> September 2025	Friday 5 <sup>th</sup> September 2025
Year 7 and 12 induction day Year 11 Induction and preparing for their final year	All year groups return to school
<b>Year 7</b> – On arrival, please go to the main hall for a welcome assembly.  <b>Year 11</b> – On arrival, please go to your form rooms these will be on your timetable and on posters at the gate.  <b>Year 12</b> – On arrival, please go to Sixth Form reception.	On arrival all year groups will go to their tutor group for registration

### First Day Back Programme

On the first day, students will receive their timetables and spend time with their form tutors. All year groups will also have an assembly with members of the Senior Leadership Team and their Progress Leaders. Following this, students will have timetabled lessons for the remaining part of the day. These first days are vital for students as they outline expectations and routines for the year and allow students to start the year in a positive way. Please can you ensure your child is in school for these days as missing these days will put them at a disadvantage.



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**Parent Information Evenings (Important Evening for all Parents. Please can you ensure attendance, thank you.)**

As part of the start of year schedule, we are again holding Parents Information Evenings for each year group during the first 2 weeks of term (please see key dates in table below). It is **critical that a parent/carer attends this evening for their child**, so you have all the information required to ensure the year is successful. During this evening, we will be discussing a wide range of areas including academic progress, pastoral support and new year changes. Much of the information in the evening will be new to parents, and it is imperative for your child's progress that you know this.

### Form Tutors

At the end of every year, we review the pastoral system and especially the tutor time programme including your child's form tutor. Below are the form tutors for the academic year 2025 – 2026.

Year 7 Progress Leader Mrs S Scoles	
7.1	V. Dockery & R. Davies
7.2	A. Gates
7.3	A. Collins
7.4	G. Newman

Year 8 Progress Leader Miss M Cumming	
8.1	M. Goldspink
8.2	D. Pemberton
8.3	B. Rangphet
8.4	J. Clegg & M. Penny

Year 9 Progress Leader Mr S Leat	
9.1	I. Dive
9.2	B. McLernan & T. Wilkes
9.3	M. Soulby
9.4	C. Lane & T. Wilkes
9.5	L. O'Brien

Year 10 Progress Leader Mrs S Dack & Mrs I Parr	
10.1	K. Giles
10.2	S. Boyle
10.3	M. Taylor
10.4	H. Tiddy
10.5	H. Collinge

Year 11 Progress Leader Mrs V Dewson	
11.1	J. Hunneyball
11.2	K. Adams
11.3	S. Curtis & E. Benetiz
11.4	H. Bell
11.5	J. Hunt

Year 12 & 13 Head of Sixth Form Mrs L Marshall - Smith	
SF	J. Patterson
SF	S. Whitlam
SF	R. Savage & J. Debney
SF	H. Fernandez & K. Woodrow
SF	R. Hill

### Schools Attendance

At Fakenham Academy our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential. This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.



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## Please see below Norfolk County Council Briefing Sheet – In place since 19th August 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1<sup>st</sup> penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

### Requests for Leave of Absence

The document Working Together to Improve School Attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.



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## Catering Company and Menus for September

After a successful first year with our chosen catering company Aspens, we have again worked with them to ensure a fantastic healthy option for your children at competitive prices. I have attached their menu to provide you with information about the options available for your child and allow you to plan their week with them. We recommend the meal of the day as the best value for money. (Please see attached menu and prices). There will also be more information on our school website in the new year as well as an opportunity to ask questions at our parent information evenings at the start of the year.

## Fakenham Sports Centre Refurbishment Information

Please be aware that the refurbishment of Fakenham Sports Centre will start at the end of September. We are working closely with the sports centre and local government on this project to ensure disruption is kept to a minimum for our students and parents whilst also ensuring that the planned work delivers many further opportunities for our students once completed. I will write to you again in September with an update regarding what this will mean for Fakenham Academy whilst the work is being carried out.

## Key Dates for Autumn Term 1

Date	Event/ Activity	Time
Monday 1 <sup>st</sup> September 2025 Tuesday 2 <sup>nd</sup> September 2025 Wednesday 3 <sup>rd</sup> September 2025	Staff Inset Days	N/A
Thursday 4 <sup>th</sup> September 2025	Year 7, 11 and 12 First Day - Induction Year 7 Parents Information Evening	08:40am Registration 5:30pm – 6:30pm
Friday 5 <sup>th</sup> September 2025	All year groups return to school Year 7, 10 & 12 Photographs Year 11 Parents Information Evening	08:40am Registration During School Day 5:30pm – 6:30pm
Monday 8 <sup>th</sup> September 2025	Year 10 & 11 Parents Information Evening	5:30pm – 6:30pm
Tuesday 10 <sup>th</sup> September 2025	Year 8 & 9 Parents Information Evening	5:30pm – 6:30pm
Thursday 11 <sup>th</sup> September 2025	Year 12 & 13 Parents Information Evening	5:30pm – 6:30pm
Thursday 11 <sup>th</sup> September 2025	Year 9 Meningitis ACWY/DTP vaccinations	During School Day
Wednesday 17 <sup>th</sup> September 2025	Flu Vaccinations – All Years	During School Day
Friday 19 <sup>th</sup> September 2025	Clubs and Enrichment - Opportunities Fair	During School Day
Wednesday 24 <sup>th</sup> September 2025	Year 6 Open Evening	5:30pm – 8:30pm
Wednesday 1 <sup>st</sup> October 2025	Year 12 Open Evening	6:00pm – 8:00pm
Wednesday 15 <sup>th</sup> October 2025	Year 7 PGL Residential Parent Meeting	5:30pm – 6:30pm
Friday 24 <sup>th</sup> October 2025 – Sunday 26 <sup>th</sup> October 2025	Year 7 PGL Residential	9:00am leave from school
Monday 27 <sup>th</sup> October – Friday 31 <sup>st</sup> October 2025	Half Term	N/A

Best wishes to you all and I hope you and your family enjoy a well-deserved break.

Yours sincerely

*G. Green*

Mr G Green  
Headteacher