

Academy Absence

School Attendance and Absence

“We seek to ensure that all students receive a full-time education, maximizing the opportunities for all to realise their true potential. All school staff will work, with students and their families, to support them in meeting their legal duty to ensure that their children achieve maximum possible attendance; and that any problems which may impede full attendance are acted upon quickly”.

Did you know?

90% Attendance means that a student is missing half a day's School a week?

95% Attendance means that a student will miss two weeks of school in a year?

The Local Authority deem a student to be a persistent absentee if their attendance falls below 90%

There are 190 school days in a year leaving 175 in which to take holiday?

Frequently Asked Questions...

Q: My child is unwell, what should I do?

A: Please call the school absence line no later than 8.30am, 01952 386801, leaving a message stating your child's name, tutor group and a brief explanation of the nature of the illness. A call is requested for every day of absence unless you have spoken directly with the Attendance Officer.

Q: Why do I need to call every day?

A: We cannot assume that a student is unwell just because they were off school the previous day. If you believe an absence due to illness may be prolonged please contact us so that we can make arrangements to avoid you calling daily.

Q: I know in advance that my child needs to leave school early for an appointment, what should I do?

A: Send your child to school with a note stating the reason they need to leave school and the time you wish to collect them, if you want your child to leave school on their own this must be included in the note, no child will be allowed to leave the school site without an adult if this is not presented in the note. The note should be handed in at Reception. A Signing-Out Slip can be then be prepared.

Q: I have just remembered that I need to collect my child during the school day, or I have forgotten to send a note in his/her planner, what should I do?

A: In the first instance, please call us, 01952 386800. We will endeavor to raise a Signing-Out

Slip and pass a message to your child within your given timescale. However, it is not always possible to locate students straight away, for example during lunch or break times.

Q: I wish to take my child out of school for a Family Holiday (or other reason) during Term Time.

A : Leave of absence will only be granted in Exceptional Circumstances, and can only be authorised by the Headteacher. Exceptional Circumstances are defined as 'one-off' occasions where a request for leave of absence is unavoidable and does not cover annually occurring family holiday. Please complete a Leave of Absence Request Form, available from the Attendance Officer, and submit no later than four weeks prior to the start of the leave. In order for the Headteacher to reach an informed decision, please include as much detail as possible to explain why Exceptional Circumstances apply.

PLEASE DO NOT ATTEMPT TO CONTACT YOUR CHILD DIRECTLY BY TEXT OR PHONE. Students may have their mobile phones in school but they must be switched off and in their bag at all times.

ALWAYS ENSURE THAT YOUR CHILD HAS A SIGNING-OUT SLIP BEFORE THEY LEAVE SCHOOL. STUDENTS WILL NOT BE PERMITTED TO LEAVE THE SITE UNLESS WE HAVE WRITTEN CONFIRMATION OF AN APPOINTMENT, OR THE PARENT/CARER HAS SPOKEN TO A MEMBER OF STAFF

Contact Us: 01952 386800

Student Absence Line: 01952 386801

Education Welfare Officer

Nikki Morrison
01952 386800

Attendance Officer

Karen Ricketts
01952 386800