

What to do... reporting a student absence

Daily attendance

It is essential that all students arrive at the academy in plenty of time to organise themselves for the start of their day. The academy opens for students at 7.15am to work in supervised areas. Breakfast is served in the Heart Space from 7.30am to support students in having a good start to their day.

All students must have arrived at school by 7.55, 7.56 is late and will incur a late mark and a punctuality correction. This is to ensure all students are able to hand their homework in and get belongings organised ready for the start of Morning Meeting at 8 am. If a student arrives after 9.20 am, they will go down as absent for the morning session and this will therefore affect their attendance figure.

Absence

If your child is ill / off school with no advance notice families must:

- call the school that morning, before 8.30am
- leave a message on the answerphone if the office is not open
- call the school for any subsequent days of absence, before 8.30am

If you fail to let the school know of the reason for a student's absence, it will go down as unauthorised. Where we have not heard about a student's absence from a family member, we will conduct a home visit to try and ascertain the whereabouts of the student.

After three days of absence, a member of academy staff may conduct a home visit and offer to bring work home. This is to support families and to try and minimise the impact of prolonged absence from school as every day of missed learning is an opportunity wasted.

Leave of absence

Any routine medical appointments must be made outside of school hours.

Where an emergency appointment is necessary families must:

- obtain a leave of absence form from reception
- notify the academy as soon as possible
- bring the student back to school in a timely manner
- obtain evidence of the appointment (e.g. appointment slip / text message)

The government states that a student may be taken out of the academy during term time for exceptional circumstances only and never for more than five days.

If exceptional circumstances occur:

- obtain a leave of absence form from reception to request permission
- submit the form **one month** in advance of the planned absence
- meet with the Principal to discuss the absence
- obtain evidence of travel (if overseas) e.g. plane tickets

Permission will be granted only in exceptional circumstances and is at the discretion of the Principal. After any prolonged absence, a return to school meeting will be requested with parents and the Principal.

Religious leave of absence

The academy grants the statutory leave of absence of up to two days in order that students can observe important religious festivals. A request for a religious leave of absence can be obtained directly from reception in the form of a letter with a reply slip, which parents need to complete and return.

Attendance monitoring

The behaviour and attendance officer closely monitors the attendance of all students at the academy and acts accordingly should student attendance become a concern. Our attendance target is 97% and any attendance below that will incur a level of intervention to support students and families. The below table shows the level of monitoring families can expect:



Category	Level	Action	% Attendance	Weeks per year	Days per year	% Chance of attaining 5 Grade 5 – 9
100% attendance	Level 1	Celebrated publicly during appreciations each half term Recognition expedition	100	0 days	0 days missed	94.8
Excellent attendance	Level 2	Celebrated publicly during appreciations each half term Recognition expedition	98 – 99.99	3 days	3 days missed	
Risk of underachieving	Level 3	Text home informing family that student attendance has fallen to 97	97 – 97.99	1 week	5 days missed	74.3
	Level 4	Attendance officer phone home Advisor contact during Dream Team feedback No Dream Team sticker	95 – 96.99	1.5 weeks	7.5 days missed	
Serious risk of underachieving	Level 5	Meeting with HOY during Dream Team feedback No Dream Team sticker Letter sent home	93 – 94.99	2.5 weeks	12.5 days missed	60.4
Severe risk of underachieving	Level 6	SLT and Attendance manager meet parent Serious risk letter sent home	90 – 92.99	3 weeks	15 days missed	34.7
Extreme risk of underachieving	Level 7	SLT attendance meeting. Support from cluster lead. Attendance plan put in place and reviewed 6 weekly	89.99 and below	3.5+ weeks	17.5+ days missed	26.7

