

WHAT TO DO: DAILY ATTENDANCE

What to do... reporting a scholar absence

Daily attendance

It is essential that all scholars arrive at the academy in plenty of time to organise themselves for the start of their day. The academy opens for students at 07:00 to work in supervised areas. Breakfast is served in the Atrium from 07:15 to support scholars in having a purposeful start to their day. Our ibase is also open from 07:15 for scholars who would like to make use of facilities or change their DEAR book.

All scholars must have arrived at school before 08:00; 08:00 is late and will incur a late mark and a punctuality correction. This is to ensure all scholars are able to hand their homework in and get belongings organised ready for the start of Collective learning at 08:00.

Absence

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

- call the school that morning, before 08:00
- leave a message on the answer phone if the office is not open
- call the school for any subsequent days of absence, before 08:00

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

A member of academy staff may conduct a home visit for a welfare visit at any time. 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 (such as check-ups at the dentist or eye tests) 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)

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 Head of Year to discuss the absence
- obtain evidence of travel (if overseas) e.g. plane tickets

The Academy will not authorise any holiday request and will issue a fixed penalty fine for the unauthorised absence. Permission will be granted only in genuinely exceptional circumstances and for the minimum amount of time needed and is at the discretion of the Principal.

Religious leave of absence

The academy grants the statutory leave of absence of up to two days in one academic year 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 families need to complete and return.

Attendance monitoring

The behaviour and attendance officer closely monitors the attendance of all scholars at the academy and acts accordingly should attendance become a concern. Our attendance standard 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
100% attendance Outstanding	Level 1	Celebrated publicly during appreciations each half term 100% Attendance acknowledgement postcard	100	0 days	0 days missed
Excellent attendance	Level 2	Celebrated publicly during appreciations each half term	98 – 99.99	3 days	3 days missed
Great Attendance	Level 3	Celebrated publicly during appreciations each half term	97 – 97.99	1 week	5 days missed
Risk of under achieving	Level 4	Attendance officer phone home Advisor telephone contact	95 – 96.99	1.5 weeks	7.5 days missed
Serious risk of underachieving	Level 5	Letter sent home Meeting with HOY to discuss monitoring attendance report	93 – 94.99	2.5 weeks	12.5 days missed
Severe risk of underachieving	Level 6	Serious risk letter sent home Attendance manager and HOY to meet parent to discuss absence and intervention. Monitoring attendance report, reviewed every 6 weeks	90 – 92.99	3 weeks	15 days missed
Extreme risk of underachieving	Level 7	Extreme risk letter sent home Attendance support plan put in place and reviewed 6 weekly	89.99 and below	3.5+ weeks	17.5+ days missed