

What to do... reporting a scholar absence

Daily attendance

Secondary

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 scholars at 7.15am to work in the Heart Space. Breakfast is served from 7.45am to support scholars in having a good start to their day.

All scholars must have arrived at school by 8.20am, 8.25am 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 Period 1 at 8.30am.

Primary

Breakfast is served between 8.00 - 8.40am in the primary Heart Space in order to support scholars to have a positive start to the day. Parents can sign up for this at the main office. Classroom doors open at 8.40am and all scholars must arrive at school by 8.45am in order to be registered; 8.46am is late and will incur a late mark. This is to ensure all scholars are able to settle into their day and be ready for their first lesson at 8.50am.

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 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 phone home to try and ascertain the whereabouts of the scholar.

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 and notify the academy as soon as possible; bring the scholar back to school in a timely manner; and obtain evidence of the appointment (e.g. appointment slip / text message)

The government states that a scholar 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 a member of SLT to discuss the absence; and 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 a member of SLT

Religious leave of absence

The academy grants the statutory leave of absence of up to two days in order that scholars 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 Year Managers and attendance officers closely monitors the attendance of all scholars at the academy and acts accordingly should scholar attendance become a concern. Our attendance target is 97% and any attendance below that will incur a level of intervention to support scholars 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 / Meeting ARE
100% attendance	Level 1	<p>Secondary</p> <p>Celebrated publicly during appreciations each half term</p> <p>Primary</p> <p>Celebrated publicly each cycle in celebration assembly</p>	100	0 days	0 days missed	94.8
Excellent attendance	Level 2	<p>Secondary</p> <p>Celebrated publicly during appreciations each half term</p>	98 - 99.99	3 days	3 days missed	
Risk of underachieving	Level 3	<p>Email home informing family that scholar attendance has fallen to 97%</p>	97 - 97.99	1 week	5 days missed	74.3
	Level 4	<p>Secondary</p> <p>Email home informing family that scholar attendance has fallen to 95%</p> <p>Primary</p> <p>Class teacher to contact parents / carers</p>	95 - 96.99	1.5 weeks	7.5 days missed	
Serious risk of underachieving	Level 5	<p>Secondary</p> <p>Year Manager / Attendance Officer to call home and meet with the scholar</p> <p>Primary</p> <p>Class teacher to meet parents / carers</p>	93 - 94.99	2.5 weeks	12.5 days missed	60.4
Severe risk of underachieving	Level 6	<p>Serious risk letter sent home</p> <p>Secondary</p> <p>Year Manager / Attendance Officer meet parent</p> <p>Primary</p> <p>SLT and Attendance Manager meet parent</p>	90 - 92.99	3 weeks	15 days missed	34.7
Extreme risk of underachieving	Level 7	<p>SLT attendance panel meeting</p> <p>Monitoring period with agreed actions and targets in place</p>	89.99 and below	3.5+ weeks	17.5+ days missed	26.7

