**When does my child need to be in the Academy?**

Your child should be in their tutor classroom no later than 8.30am, when registers (the legal AM mark) will be taken. We advise that all students be on the Academy site no later than 8.25am

**What happens if my child is late?**

Students who arrive after 8.30am must report to the member of staff on duty (or Student Services) and will be given a late attendance mark. The legal AM registration mark closes at 9.00am. After this time, students will not be given an attendance mark for the morning session, which is in accordance with the Department for Education guidelines.

Students who arrive in the Academy after 9.00am should report to the main Academy reception and sign in. If a student loses their attendance mark through being late, this may lead to a referral to the Academy Attendance Team. If punctuality is persistent, this could lead to the issuing of a fixed penalty notice.

**Does the Academy need letters explaining my child’s absence or will a phone call do?**

We would expect a parent to contact the Academy, via telephone, on the first day of absence, then each day if the absence continues.

If the Academy does not hear from you, a text message will be sent which may be followed by a home visit.

If we are concerned about aspects of your child’s attendance or punctuality, we will contact you to discuss the best way forward.

An accumulation of unauthorised absences will lead to a referral to the Academy Attendance Team and may result in the issuing of a fixed penalty notice.

**What reasons will the Academy accept for absences?**

* Illness
* Emergency dental/medical appointment (Medical evidence is required; however where possible, please make routine appointments after school hours or during the holidays)
* Day of religious observation (for a limited period)
* Family bereavement

In cases of recurring absence through illness, you may be asked to produce a medical certificate.

Except in the case of illness, you should request permission by completing a Leave of Absence form well in advance, providing full details.

**What is unacceptable?**

The Academy will not authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

**Can we take family holidays during term-time?**

No. Family holidays should be taken during the school holidays.

**What can I do to encourage my child to attend the Academy?**

* Make sure your child gets enough sleep and gets up in plenty of time each morning.
* Ensure that they leave home in the correct clothes (Academy uniform) and properly equipped.
* Show your child, by your interest, that you value their education.
* Attend Academy events e.g. Parents Evenings.

**My child is trying to avoid attending the Academy. What should we do?**

* Contact the Attendance Team immediately and openly discuss your worries.
* Your child could be avoiding school for a number of reasons: difficulties with schoolwork, friendship problems or family difficulties.
* It is important that we identify the reasons for your child’s reluctance to attend the Academy and work in partnership to tackle any issues.