

Welcome back! We hope you all had a lovely Summer break and your child has settled well into their new year group. If you have any concerns regarding your child, please make an appointment to see their Head of Year.



Leave of Absence

Can we remind all parents/carers that the Academy can **no longer** authorise leave from the academy for the purpose of a holiday. The Local Authority has made it clear that family holidays **MUST** be taken outside of term time and if requests are submitted then the leave will be unauthorised. Leave for exceptional circumstances (1 or 2 days) can be authorised at the academy's discretion.

To date, 272 academy days have already been requested, and unauthorised, for family holidays and 8 requests have been referred to the Local Authority.

You can find more information regarding leave requests on the academy website under 'Parents, Attendance and then Leave Requests'.

Unauthorised Leave

A student receives an unauthorised absence for four main reasons. These being:

- Family holiday
- Absence with no contact from home
- Truanting/Refusing
- If medical evidence is requested and not provided

Once a student receives 20 sessions (10 days) of unauthorised absence the Local Authority will be notified and legal action will be considered.

Religious Observance

The Academy supports all students who wish to observe their religious beliefs. If you wish for your child to attend a religious event, please complete a 'Leave of Absence' form as soon as possible and return to the relevant Support and Guidance office giving as much detail regarding the event as possible. Each request will be considered on an individual basis.

Notes

Any absence from the Academy, whether a full day or part of a day, **must** be explained by a letter. If you require your child to leave the Academy to attend an appointment, then a note must be sent in **prior** to the appointment otherwise the student will not be allowed to leave. The Academy has a duty to safeguard all our students and we must ensure that adult supervision of students is maintained at all times.

Unfortunately, due to the demand on Support and Guidance, staff members do not have the time to contact home to confirm such appointments. It also causes great disruption to others when students are not aware that they need to leave the Academy mid-lesson. We appreciate some appointments are made on the day and in these circumstances, we will support you in getting messages to your child.

Written Notification

It is important that if you are moving areas, moving your child's school or leaving the country that you notify the Academy as soon as possible in writing. This letter must be signed by someone who has parental responsibility. This information is needed for our records and it enables us to support you and your child in the transition to another school.

Uniform

Please remind your child that the Academy is a place for learning and not an opportunity to show off the latest designer clothing, piercing or colourful hairstyle! The uniform requirements and restrictions on jewellery and make-up are clearly detailed on the Academy website. Under no circumstances are facial piercings such as a nose stud, smiler, lip or tongue piercing allowed to be worn while your child is at the Academy. This also includes clear studs/bars. The Academy does not want a fashion accessory to affect your child's attendance and attainment.

Medical Room

Could you please remind your child that visits to the medical room during lesson time is for **emergencies only**. We politely ask you not to send your child into school expecting to get medical treatment. The Academy is fortunate to have two medical professionals to manage unexpected illness during the school day but there are limitations as to what treatment they can offer and to how many students.

If your child does have a medical condition, can you please ensure that the academy is kept up-to-date with any treatment, diagnosis or medical advice.

Medical Appointments

If your child is required to attend a medical appointment during the academy day, please try to minimise the amount of time your child is absent from lessons. The Attendance Team has taken the decision that for the majority of medical appointments, **only half a day will be authorised**. If possible, please provide the Academy with a copy of the appointment letter/card and remind your child to sign in and out before and after any appointment.

Academic Summary

Please be aware that the attendance percentage shown on the academic summary does not follow the academic term dates. They date ranges are as follows:

7th September 2016 – 14th October 2016
17th October 2016 – 9th December 2016
12th December 2016 – 10th February 2017
13th February 2017 – 31st March 2017
3rd April 2017 – 19th May 2017
22nd May 2017 – 7th July 2017