



## **South Shore Academy**

### **Attendance at a glance for parents and careers**

We would like all students to attend the academy for more than 98% of the time. We know that high attendance at the academy and achieving target grades are linked. Punctuality is also very important at the academy. All students must arrive on time and be ready for learning, with the correct equipment e.g. pencil case, PE kit and planner.

#### **The start of the academy day**

All students should arrive on the academy site by 8:25am – any student arriving after 8:30am will be marked as late. All students arriving late will make up the time by attending a 30 minute Vice Principal detention at the end of the week.



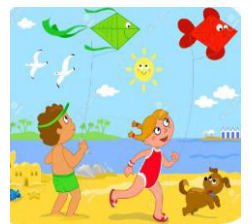
#### **Illness**

Should your child be too ill to attend the academy would you please contact us on the first day of absence wherever possible before 8:30am, telephone number: 01253 336500. Please keep us informed of your child's progress. If you expect your child to be absence will you please send in evidence of medication prescribed by your doctor or hospital. If your child is to be off for 3 days or more or where we have concerns for your child's attendance, we will require a medical certificate from your GP or a stamped medical card stating your child is too ill to attend school. Telephone calls are made to every parent/career of a student who is absent from the academy each morning. If we cannot make contact, a text message will be sent. If possible a follow up home visit will be made.



#### **Holiday/Leave in term time**

The academy closes for 70 days of holidays each academic year and we expect all parents/careers will take their family holidays whilst the academy is closed. Any parent wanting to take their child on leave of absence from the academy should inform the principle in writing. The application will be looked at on an individual basis and you will be informed of the outcome. However, it is highly unusual to grant leave of absence during term time. Any holiday or leave taken without permission from the principle will be unauthorised and legal action will be taken from the local authority.



#### **Persistent Absence**

If we have tried and your child's absence continues to be a problem, this is called persistent absence.

- Any child who has 3 day absence or 6 sessions in a 30 day period
- Any child who has below 91% absence

Session equivalent of a half day in the academy; if our efforts have not had an effect then you will be asked to attend a meeting with an attendance manager or the principle.