

## ATTENDANCE AT A GLANCE FOR PARENTS

All students should be aiming for 100% attendance. There is a proven link between good levels of attendance and the achievement of target grades. All students must arrive on time and be ready for learning with the correct equipment.

### The start of the academy day

All students should arrive on the Academy site by 8:30am – any student arriving between 8:40am and 9:05am will be marked as late. Any student arriving after 9:05am will be marked as Unauthorised Late; this is when the Academy closes its register. Parent/Carers will be informed if their child is late.

### Illness

If your child is too ill to attend the Academy, would you please contact us on the first day of absence and where possible, before 8:30am on telephone number 01603 481640 or email us at [student.absence@open-academy.org.uk](mailto:student.absence@open-academy.org.uk). Please keep us informed of your child's progress. If you expect your child to be absent, please send in evidence of medication prescribed by your doctor/hospital. We may also require a medical certificate/appointment card from your G.P. and/or a prescription packet of the medication issued, if your child is too ill to attend school. In order for us to fulfil our safeguarding duties, an automated telephone system (Iris Reach) makes texts/emails to every parent/carer of a student who is absent from the Academy each morning, where we are unaware of the reason for their absence.

### Holiday leave in term time

The academy closes for 70 days (including 5 inset days) of holidays each academic year and we expect all parent/carers take their family holidays whilst the academy is closed. Any parent requesting leave of absence for their child should complete a leave of absence application form. The application will be looked at on an individual basis and you will be informed by letter of the outcome. However, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Principals may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Any holiday or absence taken without permission from the Principal will be unauthorised and legal action will be sought from the Local Authority. An application for pupil leave of absence from school request form is available from Reception staff for all absences in term time.

### Persistent Absence

If your child's absence continues to be a problem, this is called Persistent Absence. This could be reflected in the following absence figures:

- By end of half term 1 Autumn; 7+ sessions\* (3.5 days)
- By end of half-term 2 Autumn; 14+ sessions (7 days)
- By end of half-term 3 Spring; 19+ sessions (9.5 days)
- By end of half-term 4 Spring; 25+ sessions (13 days)
- By end of half-term 5 Summer; 31+ sessions (15.5 days)
- By end of half-term 5 Summer; 38+ sessions (19 days)

\*session equivalent of a half-day in the Academy. Your son/daughter's attendance will be carefully monitored and we may invite you for a meeting with the Assistant Head of Year in order to help improve their attendance. **(Fixed Penalty Notices may also be issued to parent/carers for unauthorised absences).**

**Fixed Penalty Notices**

The Local Authority operates a system where any student who has an attendance of 85% or less, with at least 15% unauthorised absence over a 6-week period or 10 consecutive sessions unauthorised absence, will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued, it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days.

**Webpage**

For any attendance matters or other information you require, please go to our webpage [www.open-academy.org.uk](http://www.open-academy.org.uk)

**Contacts**

Mr S Richardson - Assistant Principal  
Mrs H Ganson - Attendance and Admissions Officer

Mr R Hawkins - Assistant Head of Year 7  
Mrs M Middleton – Assistant Head of Year 8  
Mrs D Lamb - Assistant Head of Year 9  
Mrs T Smith - Assistant Head of Year 10  
Mrs R Roe – Assistant Head of Year 11

Telephone Number: 01603 481640

Twitter: @OAOpenAcademy

Email: [office@open-academy.org.uk](mailto:office@open-academy.org.uk)

Student Absence Email: [student.absence@open-academy.org.uk](mailto:student.absence@open-academy.org.uk)