

Absence reporting policy

Queen Elizabeth's Academy

September 2022

Published: September 2022	Next review: September 2023	Statutory/non: Non-stat	Lead: LTR
Associated documents:			
Attendance policy			
Links to:			

Inspired by **Luke 10:29 – 37** we give our all to all in appreciation to God who gave his all in Jesus, offering learning without boundaries and care without limits so that all our students can experience life in all its fullness.

These protocols will ensure that our students receive the support, both from within school and outside of school that they rightly deserve. Allowing our students to flourish, be safe, and be respected in a secure and nurturing environment that promotes togetherness, truthfulness and empathy.

Reporting your child Absent from the Academy

To report your child absent outside of school hours, please phone the Academy on 01623 623559 and select option 1. Academy hours are normally 8.00am until 3.00pm.

During Academy hours, please telephone 01623 623559 and ask to speak with the Attendance Officer.

When calling the Academy to report your child absent we will need to know the following information:

1. Student's full name
2. Tutor Group
3. Reason for absence
Length of absence

Absence from the Academy due to Medical Appointments

We would like to encourage you to make all medical/dental appointments outside of the academy day but we understand that this is not always possible.

If your child is going to be absent from the Academy due to a Medical Appointment you can report it in the same way as detailed above or alternatively your child can bring their appointment card or letter into the Attendance Office for a member of staff to take a copy.

KEY PERSONNEL:

Attendance Officer- Marcia Carr-Field

SLT Attendance Lead- Lisa Taylor

Heads of Year:

Year 7- Jamie Scothern and Emily Brunt

Year 8- Abigail Thomas

Year 9- Lindsey Bland

Year 10- Donna Percival and Lisa Taylor

Year 11- Mark Kuffour