

## Academy daily procedures

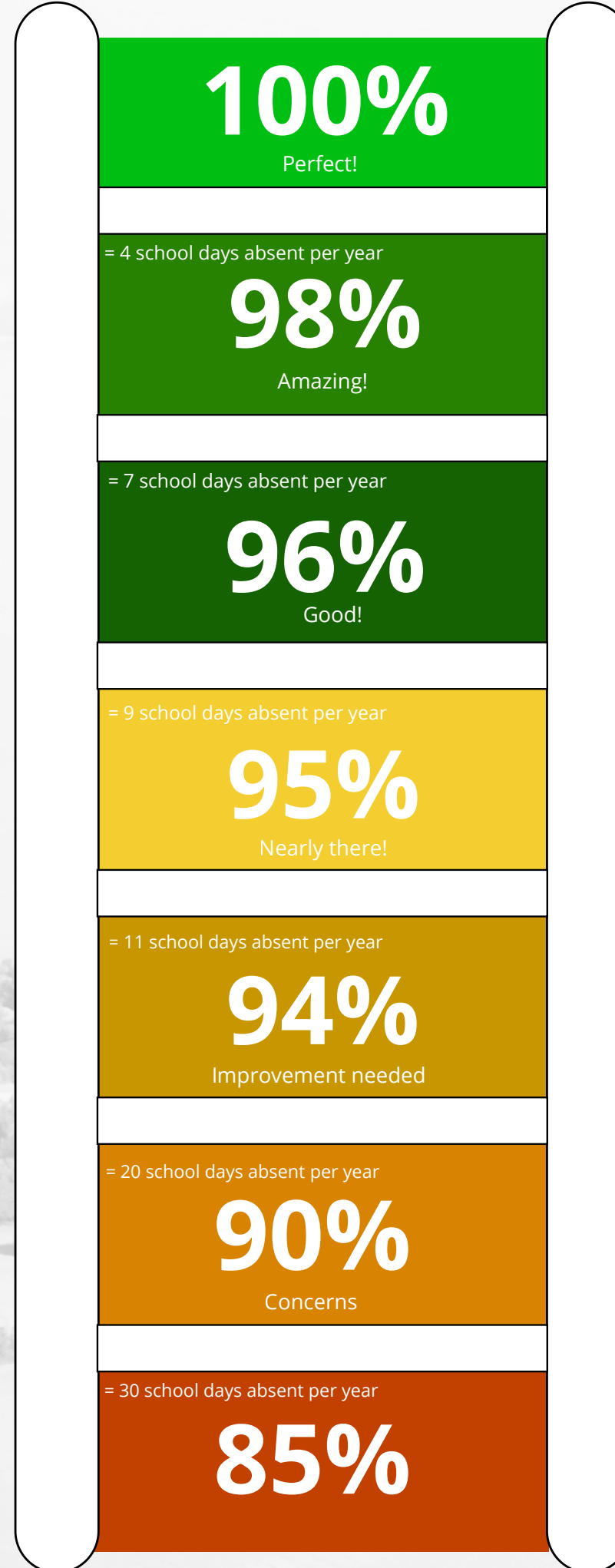
- The academy will take the attendance register at the start of the first session of each academy day at 8.30am, and once during the second session in the afternoon. Students will not be marked present if they were not in during the period when the register is open.
- Students are expected to enter the academy prior to 8.25am.
- Any student arriving to their tutor classroom after 8.30am will be marked as late and a text will be sent to parents to inform them.
- The register closes at 9.00am. Students arriving this time will be marked as unauthorized late, meaning an unauthorized absence is recorded as a result of the students having missed the legal registration period.

## Reporting an absence

It is the responsibility of parents to inform the academy of a student absence.

**To report a student absence, parents should telephone the academy on 01983 203103 and select Option 1 to leave a message on the student absence line before 8.30am.** In this message, parents should leave details of the reason for absence and when their child will be returning to the academy.

In line with safeguarding procedures, a call must be made at the start of each day of absence.



**COWES**  
*CARES*

# Attendance



# Term time absence

We require parents to observe the term times of the academy, and the academy will only authorise leave of absence during term time in exceptional circumstances.

**Please check our website for our term dates before booking holidays/events so that these are taken in school holidays:**  
<https://cowesec.org/key-info/term-dates>

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be considered. The academy does not have the discretion to authorise holidays taken during term time.

If the academy grants a leave request we will determine the length of time that the student can be away from the academy. If term time absence is not granted, taking a student out of the academy will be recorded as an unauthorized absence and may attract sanctions such as a penalty notice.

If you wish to apply for a leave of absence for your child in term time, you will need to complete an 'Application for Leave of Absence' form and return it to the school office no later than 14 days before the requested date. Further details regarding the Local Authority guidelines on taking your child out of school in term time can be found on this form.

## What can I do to support my child's attendance?

Make sure your child understands the importance of good attendance and punctuality.

Don't let your child miss school for minor ailments.

Arrange appointments and outings after school hours, at weekends or during school holidays.

Check the school website and newsletters for term dates when planning your holidays. Ensure holidays are booked during the weeks that school is closed.

## Lateness

How much time can you lose?

**In one school year, 5 minutes lateness each day equates to 3 days off!**



## What if my child is too ill to go to school?

It's usually safe for parents and carers to send their children to school with mild illnesses, like a minor cough, runny nose or sore throat.

The NHS has published guidance to help parents and carers decide whether their child is well enough to attend school, including information on a range of common childhood illnesses and conditions, such as coughs, colds, chickenpox, measles and headlice.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## What if my child is too anxious to go to school?

Children can sometimes feel a little bit worried about going to school. Mostly, this is a very normal emotion. It's important to recognise that going into school can help children to feel less worried than letting them stay at home.

If your child is anxious over a period of time, contact their Head of Year or Attendance Officer about how they can support you.

**Mrs P Mursell** - Attendance Officer  
[pmursell@cowesec.org](mailto:pmursell@cowesec.org)



**Head of Year 7**  
Mrs V Lewis



**Head of Year 8**  
Miss V Monaghan



**Head of Year 9**  
Mrs S Tanner-Rolf



**Head of Year 10**  
Mrs J Rudd



**Head of Year 11**  
Miss C Thomas