



# Attendance



**Mrs Brown - Attendance & Family Liaison Officer.**

Contact details: 01279 770800. [l.brown@passmoresacademy.com](mailto:l.brown@passmoresacademy.com)

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## Expectations

We expect our young people to achieve a minimum of **97%** attendance for them to make the most out of their time here, we strongly believe that good attendance & punctuality contributes to:

- Personal & social development-feeling part of the Passmores community
- Continuity of learning, making retention and progress easier
- Success in tests and examinations
- Fulfilment of coursework requirements
- Good references for further education or employment
- A reputation for reliability

If you or your young person would like some support in improving attendance or if you have any concerns, please feel free to either contact Mrs Brown on the main school number or via email [l.brown@passmoresacademy.com](mailto:l.brown@passmoresacademy.com)

Our young people can attend a drop-in session with Mrs Brown on a Wednesday at breaktime - this will be in the upstairs Dragon Corridor (outside D130- every week 2)

Parents can attend virtual meetings with Mrs Brown, by appointment on a Wednesday evening, between 4-6pm, the next dates are 12 October & 14 December.

A **workshop** for **parents** and **carers** supporting our young people who display attendance concerns is coming soon.

## Feeling unwell

If your young person is too unwell to attend school, a parent/carer must call the absence line on 01279 770877, when you call, please advise us of:

- The name and class of the young person
- Detailed reason for the absence
- When you expect your young person to return

We may require medical evidence for absences of three days or more.

If we do not hear from you, we will contact you to ascertain the reason for the absence, if we are unable to make contact, it may result in a wellbeing home visit.

It is always preferable to make medical appointments out of school time, however where unavoidable, please let us know the details.

## COVID-19 Advice

The legal requirements to self-isolate have been removed, though young people are advised to try to stay at home if they have symptoms of a respiratory infection and a high temperature, or if they feel unwell (returning to school when they feel well enough) and no longer have a high temperature.

If the young person has a positive Covid-19 test, they should avoid contact with other people for 3 days after the day that they took the test, if they can. After three days, providing there is no temperature and they feel well, the risk of passing the infection onto others is much lower.

## Holidays During term time

Holidays will not be authorised unless there are exceptional circumstances. Parents/carers must submit a Leave of Absence form, at least two weeks before.

These forms are available on the school website or from Student Services. Holidays which are taken without authorisation, could result in a Penalty Notice being issued by the Local Authority.