

Attendance Matters

It is an expectation that students attend the Academy every day and on time for their lessons. Absence from the Academy has a negative impact on a child's education. High attendance is a priority at Ormiston SWB Academy.

Successful students have excellent attendance.

Academy Holiday views

The academy will not authorise any holiday during term time. Parent/carers have been informed of this decision. The consequences of an unauthorised holiday may include:

- **A fixed penalty fine**
- **Legal action by the authority**
- **Withdrawal of an Academy place**
- **Refusal to participate in trips, visits and rewards when attendance thresholds are not met**

Any requests for leave due to exceptional circumstances must be made in writing to the Principal.

All appointments should be made at the start or end of the Academy day, or in the holidays.

Parents need to be aware ALL absences, including those for medical reasons, will impact on attendance percentages. Students are expected to attend the academy before appointments and return after, where reasonable to do so.

Reporting an Absence

Absences MUST be reported to the Academy without delay. This should be done before 08:40 on the first day of absence and on each consecutive day.

Please Note: If you need to report your child's absence, report on ParentMail, e-mail attendance@oswba.co.uk or call 01902 493797 (Option 1) and leave a message for the Attendance Officer.

- **Child's full name**
- **Year Group**
- **Contact number**
- **Reason for absence**

If medical appointments are unavoidable :

- **The Academy would need to be informed prior to the appointment.**
- **Medical evidence will need to be provided.**

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| 100% | OSWBA Expected Attendance |
| 99% | 2 days missed/ 4 sessions |
| 95% | 10 days missed/ 20 sessions |
| 90% | 19 days missed/ 38 sessions |
| 85% | 29 days missed/ 58 sessions |
| 80% | 38 days missed/ 76 sessions |

**Attendance is important at Ormiston SWB Academy.
Every day and every session counts!**