

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.

Reporting an Absence

Absences **MUST** be reported to the Academy without delay. This should be done before **8.40am** on the first day of absence and on each consecutive day. Please Note: student absences can be reported on the absence **HOTLINE** on **01902 493797** and press **OPTION 1**. Please leave the following information:

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

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.

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!***