

School Attendance - Every Day Counts!

September 2025

Reporting an Absence



If your child is absent from school, please contact the school office by telephone or email by 8.45am on the first day of absence, as well as every additional day your child is not in school.

We need to know the reason for your child's absence.



Illness



It can be tricky deciding to keep your child off school when they are unwell.



It's fine to send your child to school with a minor cough or common cold. But if they have a high temperature, keep them off school until the fever goes.

If your child has diarrhoea or vomiting, please contact the academy for advice on how long to keep your child off school.

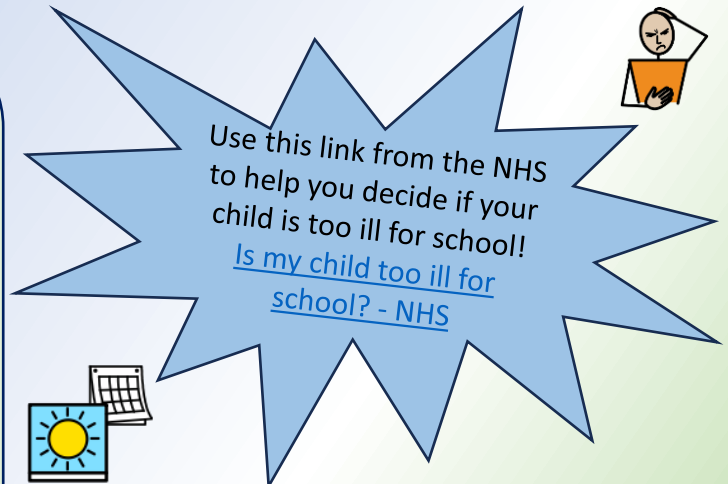
Extended Leave

We acknowledge the challenges that some families may face when they have family living abroad and an emergency arises. However, the academy will not authorise extended leave of absence during term time.

Family holidays should be booked during school holidays and never during term time as the absence will be unauthorised.

Should you intend to take your child on holiday during term time, it is important that you complete a leave of absence request at the main school office.

A penalty notice may be issued if your child takes a holiday during term time.



Penalty Notices are issued to each parent for each child that is absent.

£80 per parent, per child if paid within 21 days

Our attendance target is 96%

We need to ensure we are in school every day and on time.

Medical Appointments

Medical Appointments should be made outside of school hours unless in an emergency. If you have an appointment, it is important that you attend school before the appointment, where possible, and return after the appointment.



THE HARMONY TRUST