

### How to Report an Absence

- If your child needs to stay at home or has a legitimate reason for being late please contact the academy before 9am on **01384 987973 and choose Option 1** to leave a voicemail. Families should **inform us on every day of absence**.
- You can also e-mail the Attendance Team where absence is known in advance using [attendance@tca.shirelandcat.net](mailto:attendance@tca.shirelandcat.net); providing your child's name, form group, date and time of absence, and the reason for absence. **Please be aware all e-mails may take up to 48 working hours to be actioned.** If you need a response before this please leave a voicemail as detailed above.
- If students are absent for an extended period of time or we do not have a reason for absence we may undertake a home visit or video call to see your child in line with our attendance and safeguarding procedures.

### Minor Ailments

- Current NHS guidance states 'It is fine to send your child to school with a minor cough or common cold.'
- Students should attend school with mild symptoms such as sore throats or headaches if they are otherwise well; only keep your child at home where they are too unwell to attend the academy.

### First Aid

- If a student feels unwell or has an injury they should ask their class teacher to request a first aid callout; our First Aider will then triage the cases received in order to prioritise the most serious.
- Once assessed by the First Aider, if it is deemed that the student needs to go home, family will be contacted and any remaining absence for that day will be authorised.
- Once assessed by the First Aider, if it is deemed that the student is well enough to remain in the academy, then that is the expectation.
- Students should not contact their family directly if they feel unwell but should use the academy process to ensure they are seen as soon as possible. Any direct arrangement with family to go home, having not been assessed by the First Aider, will result in any remaining absence for that day being unauthorized.
- Prescribed and non-prescribed medicine can be administered by staff in the academy as long as a consent form has been completed in advance by family. These forms can be obtained at reception.

### Medical Appointments

- All non-urgent appointments should be arranged outside school hours where possible.
- If a student has to attend an urgent appointment within academy hours, or the non-urgent appointment is unavoidable, evidence of the appointment should be e-mailed to [attendance@tca.shirelandcat.net](mailto:attendance@tca.shirelandcat.net) at least 48 hours in advance.
- Where this is not possible, please provide evidence within 5 school days of the appointment taking place.
- Students should attend school before and/or after the appointment to minimise the disruption to their learning.

### Leave of Absence (LOA)

- Leave is only authorised in exceptional circumstances.
- If a leave of absence needs to be requested for exceptional circumstances then it should be a written request addressed to the Principal and e-mailed to [attendance@tca.shirelandcat.net](mailto:attendance@tca.shirelandcat.net).
- Holidays during term time will not be authorised and may result in a fixed penalty notice.
- Dudley Local Authority will issue fixed penalty notices as follows:
  1. First offence in 3 years – per parent, per child: £80 fine, rising to £160 if not paid within 21 days.
  2. Second offence in 3 years – per parent, per child: £160 fine. If unpaid within 28 days, you may be taken to court.
  3. Third offence in 3 years – parents may be taken to court.

### Study Leave

- Study leave is not automatically granted as per the Department for Education (DfE) guidelines.
- Students are expected to continue to attend the academy until all public examinations are completed.

### Absence for any other reason

- If your child is struggling to attend the academy for any other reason then please contact the academy and ask to speak to either their session 1 teacher or Head of Year.
- **Please note that it may take up to 48 working hours for someone to contact you.**