



Attendance Information

This leaflet gives you basic information about school attendance, and how we can work together to ensure that your child gets the best out of their education.

What to do if your child needs to miss school

If your child is absent from school, you must contact the school every morning of the absence, with the reason for the absence. You can do this by calling the **Attendance line 01297 630157**, emailing attendance@axevalley.devon.sch.uk or by text- please call the attendance office for this number.

Please remember that parental illness, going shopping, visiting family, not wanting to go to school, alleged bullying (speak to the school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence.

If a child is in school with physical needs (such as crutches, a broken arm or mobility issues) please contact the school so that we can arrange support and keep your child safe in school. (We will write a medical care plan to address your child's needs.)

Medical Appointments

All medical and dental appointments should be made out of school hours. However, we appreciate that this is not always possible, and in these cases, a copy of the appointment card or letter will count as medical evidence to excuse this absence.

Arriving late/ leaving the school site

Students must be on the school site by 8-45 am ready to start lessons at 8-50 am. Any student arriving after 8-45am (without good reason) will be issued with a detention. Students arriving more than 20 minutes after the registers have closed will be recorded as unauthorised absence (unless medical evidence is provided). Please advise the attendance office if your child/children are going to be late. Students who arrive late or leave the school site for any reason must sign in or out.

Holidays in term time

Holidays in term time are no longer permitted for any student. Parents/carers may apply in advance for Leave of Absence for Exceptional Circumstances via the L5 form which is available from reception or the academy website. Please read the form carefully. Requests must come from the parent/carer with whom the child normally resides. All unauthorised absences may be liable for a penalty fine, currently £60 per parent per child. This doubles if not paid within 21 days of the issue of the penalty notice.

Low attendance

When a student's attendance falls below 95 % a letter is sent home to highlight this to parents/carers. The student's attendance is then monitored regularly by the attendance office and the academy's education welfare officer to consider the next steps.

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Low attendance due to medical appointments and illness

Medical evidence will be required when a student has above average time off. If this is the case you will be notified by a warning letter. If attendance does not improve, a medical withdrawn letter will be sent. This means that any absence for medical reasons or illness will only be authorised if proof is received eg: letter from GP, copy of appointment slip or prescription.

Above 97%: Less than 6 days absence a year

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95%: 10 days absence a year

These pupils are likely to achieve good grades and form a habit of attending school regularly

90%: 20 days absence a year

The Government classes Young People in this group as “Persistent Absentees”, and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best.

85%: 30 days absence a year

Missing six weeks of school per year.

80%: 40 days absence a year

Missing eight weeks of a school year.

Attendance Office: 01297 630157

To raise any concerns about your son or daughter's absence, please call the attendance office.