

## Reporting your child absent from the academy

To report your child absent outside of normal academy hours, please phone the academy on 01623 623559 and select option 1. Academy hours are normally 8.00am until 3.00pm.

During academy hours, please telephone 01623 623559 and ask to speak with the Attendance Officer.

When calling the academy to report your child absent we will need to know the following information:

1. Student's full name
2. Tutor group
3. Reason for absence/ length of absence

### Absence from the academy due to medical appointments

We would like to encourage you to make all medical/dental appointments outside of the academy day but we understand that this is not always possible.

If your child is going to be absent from the academy due to a medical appointment you can report it in the same way as detailed above or alternatively your child can bring their appointment card or letter into the attendance office for a member of staff to take a copy.