



LYDIARD PARK ACADEMY

Attendance Policy 2020-22



Executive Principal: Mr C Zimmerman
Operational Principal: Mr G Pearson
Vice Principal: Miss S Hesten

Grange Park Way, Grange Park, Swindon, SN5 6HN
Tel: 01793 874224 Fax: 01793 876274
ask@lydiardparkacademy.org.uk



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We know from experience that there is a strong link between good attendance and academic progress. With this in mind we expect that pupils attend school every day and on time to ensure they maximise their full learning potential.

However, if your child is too unwell to attend school please contact the school on 01793 874224, before 08.30; it is essential that the school is notified on each day of absence. Medical evidence is required for 5 or more consecutive days absence due to illness (3 days if prior to or after a school holiday); this can be an appointment card or the label of any medication prescribed. In cases where there are levels of persistent absenteeism – this may be less.

Absences

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. Absence will not be authorised for such reasons as shopping, daytrips and birthdays.

If you are unable to provide medical evidence in the form mentioned above, the absence marks will revert to O=Unauthorised and a Penalty Notice may be issued for Avoidable Absence.

When a child is self-isolating following government guidance around Covid-19, their attendance will be recorded as X, which will not affect their overall attendance for the year. The pupil will be expected to engage with their learning remotely during this time.

Request for Leave of Absence

A 'Request for Leave of Absence' form should be completed and returned to your child's Pastoral Support Assistant or Head of Year. This form can be found on the website or collected from Reception. The reply process can take up to two weeks.

It is only the Principal who can approve or decline requests.

Persistent absences – below 90%

Pupil attendance is monitored weekly by the pastoral team. Parents will be contacted when attendance is a cause for concern, to discuss how it can be improved. If attendance does not improve, the school may ask the Education Welfare Officer to become involved. This may lead to a fine or prosecution.

We would also like to acknowledge your role in your child's education. Without your influence and strong support, it is much harder to achieve positive results. If you have any questions please contact your child's Tutor or Head of Year.



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