

## Shirebrook Academy

Common Lane  
Shirebrook  
Mansfield  
Notts NG20 8QF

Telephone: 01623 742722

[enquiries@shirebrookacademy.org](mailto:enquiries@shirebrookacademy.org)

### USEFUL TELEPHONE NUMBERS

#### Shirebrook Academy Attendance Clerk

Julie Macdonald  
01623 742722

#### Education Welfare Officer

Charlotte Anderson  
07734559073

### USEFUL EMAIL ADDRESSES:

[jedwards3@shirebrookacademy.org](mailto:jedwards3@shirebrookacademy.org)

[jmacdonald@shirebrookacademy.org](mailto:jmacdonald@shirebrookacademy.org)

[canderson@shirebrookacademy.org](mailto:canderson@shirebrookacademy.org)



# attendance MATTERS

Information for parents/carers  
about student attendance



*Principal: Lindsey Burgin*

*Assistant Vice Principal: James Edwards*

*Education Welfare Officer: Charlotte Anderson*

*Attendance Clerk: Julie Macdonald*

## Why Attendance Matters

It is the legal duty of parents/carers to ensure that their child receives full time education. Good attendance is vital to a child's progress and achievement. Absence and lateness to lessons disrupt the continuity of learning and therefore affects progress and, ultimately, success and life chances.

Students cannot learn if they do not attend. It is also important to note that short periods of regular absence can be just as damaging to learning as long term absence.

Shirebrook Academy sees the maintenance of good attendance as a three-way contract between school, parents/carers and students, with clear expectations of us all.

**There are 190 school days in a year.**

Every day you have off reduces your attendance and puts you at risk of not reaching your potential

**You have 175 days of school holidays for shopping, seeing your friends and going on holiday.**

## Staff to contact –

If you wish to discuss your child's attendance, please contact their Form Tutor, Pastoral Support Manager or Pastoral and Learning Lead.



# 01623 742722

Please also see the list of useful numbers on the back of this leaflet.

## What the Academy expects of Students

- That they will attend regularly.
- That they will arrive on time and appropriately prepared for the day (by 8:40am at the latest)
- That they will report to reception and sign in should they arrive after the 9:00am
- That they will inform their Form Tutor of any problem that will prevent them from attending school.

## What the Academy expects of Parents /Carers

- That they will ensure that their child attends regularly, on time and appropriately prepared for the day.
- That they will contact the Form Tutor, Pastoral Support Manager, Pastoral and Learning Lead, or Education Welfare Officer in confidence whenever any problems occur that may keep their child away from school.
- That they will inform the Form Tutor / Attendance Clerk of any absences and ensure the continuity of their child's education by taking holidays during the school holiday period
- Where possible, parents/carers should aim to make all medical appointments out of school hours for doctors, dentist, optician etc.



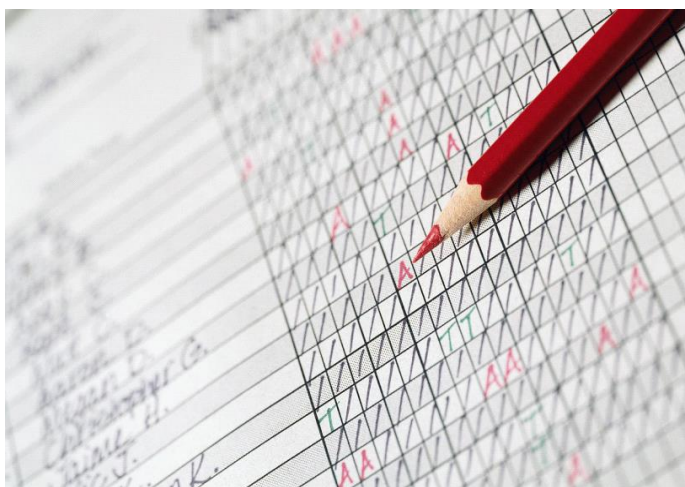
School success starts  
with attendance

## What Parent /Carers & Students can expect of the Academy

- A broad and balanced education which, in itself is dependent upon regular attendance.
- Immediate contact with parents when a student fails to attend school without parents informing the school and at any time we feel that attendance is a cause for concern.
- Prompt action on any problem notified to us.
- Close liaison with the Education Welfare Officer.

## Holidays during Term Time

Please Note – no family holidays, other than those taken due to very exceptional circumstances will be authorised during term time. If you do take your child on holiday during term time a leave of absence request must be submitted to the Academy at least **SIX** weeks in advance. Leave of absence requests can be obtained from reception. **Holidays taken without authorisation will incur a fixed penalty notice.**



## Authorising Absence

In order for the school to authorise an absence we need to receive information from parents/carers explaining clearly the reason for absence. It is vital, therefore, that parents/carers contact school every time their child is absent for any reason. Parents/carers are asked to contact the school on the first day of absence in person or by telephone before 9.00am. If no explanation for absence is received the absence will be recorded as unauthorised; in some circumstances this may be regarded as truancy. All absences below 90% will not be authorised unless medical evidence is provided in the form of a dated appointment card/letter etc.

**SCHOOL MATTERS!**

**Attend Today,  
Achieve Tomorrow.**

## Rewarding Good Attendance

In order to encourage good attendance, the school will send a letter of praise to all students who achieve 100% attendance, and issue certificates and prizes



Attendance rewards are received by students throughout the year.

**The students with the highest attainment at the end of KS4 have higher rates of attendance than those students with lower attendance levels.**