

Nova Hreod Attendance Policy – Parent Leaflet

Having good attendance is vital to students' success at school. There is a very clear correlation at our school between academic success and attendance.

Attendance Matters.

- Regular attendance is key to your child's success at school.
- Missing school can affect learning, friendships and future financial opportunities.
- We want students to be an Attendance **HERO** (here, everyday, ready to learn and on time).

Reporting Absences

- Notify the school before 8.00am. We encourage parents to use the Arbor Parent App. If you are unable to do this, please email n.attendance@novahreodacademy.org.uk or call in on 01793 549102.
- Provide medical evidence.
- Keep the school updated daily during longer absences.

Punctuality

- Students must be in school on time at 8.15am, ready to learn.
- Arriving late affects attendance records and will lead to consequences.

Appointments

- Medical/dental appointments should be booked outside of school hours.
- If this isn't possible, we expect proof of the appointment and depending on the location and travel required, expect students in school before and/or after the appointment.

Holiday and Leave Requests

- Submit a Leave of Absence form for any absent requests.
- Holidays during term time are not allowed unless there are exceptional circumstances and this has been approved by the Principal.
- Unauthorised absences may lead to fines.

Support and Consequences

- We phone every student who is absent each day.
- We will support students with declining attendance through meetings, support plans and referrals.
- Continued poor attendance can result in fines or legal action.