

Appendix 1 - Shrewsbury Academy Attendance Procedures



Attendance team

SLT Attendance Lead

Rebecca Evans

01743 276700

rebecca.evans@shr.mmat.co.uk

Director of Attendance

Amanda Lockett

01743 276700

amanda.lockett@shr.mmat.co.uk



School Day Expectations

Day	School Hours
Monday - Thursday	8:50am - 3:35pm
Friday	8:50am - 2:20pm

- Students are expected to attend every day and arrive on time for registration.
- Punctual and regular attendance supports learning, progress and wellbeing.



Reporting an Absence

Contact school by 8:30am each day of absence

Provide:

- Student full name

- Tutor group
- Reason for absence
- Email or Telephone the Attendance Team

Important

- Students should return to school as soon as they are well enough.
- The Academy may request medical evidence where absences are frequent (e.g. appointment card, prescription, medical letter).

Support for Longer Absences

If a student is absent for 3 consecutive school days or more, we will make contact to offer support.

Support may include:

- Microsoft Teams check-in
- Home visit (where appropriate)
- Wellbeing and learning support

Our aim is to keep students connected to learning and school life.

Punctuality Matters

- Students should arrive in time for registration.
- Arriving more than 30 minutes after registration closes will be recorded as an unauthorised absence.
- Persistent lateness may result in sanctions in line with the Behaviour Policy.
- Secondary students should move promptly between lessons.

First Day Response Process

If school has not been informed of an absence:

10:00am → Email home

11:20am → Phone call home

1:20pm → Follow-up email

If no contact is established, the Academy may:

- Conduct a home visit
- Involve the Education Welfare Officer (EWO)



Medical Appointments

Where possible, appointments should be arranged outside school hours.

If a student needs to leave school:

- Parents/carers must contact the Attendance Officer in advance.



Term-Time Leave

Holidays During Term Time

- Strongly discouraged
- Only authorised in exceptional circumstances
- Leave of Absence Form required
- Submit at least 2 weeks before the requested leave

Important

Unauthorised holidays may result in:

- Truancy Penalty Notice

Why Attendance Matters

Good attendance helps students achieve better outcomes, maintain positive wellbeing and make the most of every learning opportunity.

● 100% Attendance - Fully engaged in learning

● 95% Attendance - Nearly 2 weeks of learning missed across the year

● 90% Attendance - Around 4 weeks of learning missed and classed as Persistent Absence (DfE definition)

- When attendance falls below 94%, attendance support and intervention may begin to help improve attendance.
- When attendance falls below 90%, further action may be required and legal interventions, including Fixed Penalty Notices, may be considered.

Working Together

Shrewsbury Academy is committed to working in partnership with families to ensure every student attends regularly, arrives punctually and achieves their potential.

If you are experiencing difficulties with attendance, please contact us as early as possible so that support can be offered.



Other sources of help

- Education Welfare Service

0345 678 9063

- BEAM

Beam is an emotional health and wellbeing service for young people under 25 years old who are registered with a GP in Shropshire, and Telford & Wrekin -

<https://shropshire.gov.uk/the-send-local-offer/mental-and-emotional-health-and-wellbeing-service/beam/>

- Citizens Advice <https://www.cabshropshire.org.uk/>
- Shropshire SEND Local Offer

The SEND local offer is a single place for information, services, and resources for children and young people aged 0-25 with special educational needs and / or disabilities, their families, and the practitioners who support them. <https://shropshire.gov.uk/the-send-local-offer/>

- Family Doctor
- Shropshire Early Help

Early help means taking action to support a child, young person or their family as soon as a problem emerges. <https://shropshire.gov.uk/early-help/>

- Shropshire Information Advice and Support Service

We provide information, advice and support to parents and carers of children aged 0 to 25, and young people aged 16 to 25 who have, or may have, special educational needs or disabilities (SEND). <https://www.cabshropshire.org.uk/shropshire-iass/>