

## Did you know:

- 90% attendance means the equivalent of missing four whole weeks in one academic year?
- over five years this is the equivalent of missing HALF a school year?
- missing just 17 days in one year can mean dropping a full grade at GCSE?
- 75% of pupils with 95% attendance or more achieve 5 9-4 grades at GCSE?
- schools are open 195 days a year that leaves 170 other dates for leisure time?
- being late 10 minutes each day for one year is equal to missing approximately 6 school days?



**Head of Year 7**  
Mrs H Wilson



**Head of Year 8**  
Miss S Wightman



**Head of Year 9**  
Miss E Lightfoot



**Head of Year 10**  
Ms A Clements



**Attendance Officer**  
Miss E Taylor



**Head of Year 11**  
Mrs Brown



**6th form  
Head of Year**  
Mrs D Brown



**Assistant Principal  
Sixth Form  
Leadership**  
Mr A Haslop



**6th form  
Head of Year**  
Mrs K Orr



**Assistant Principal  
Deputy DSL**  
Miss V Stabler



**Home Tutor**  
Ms S Devine



**DS  
Co-ordinator &  
Deputy DSL**  
Miss E Shaw

## Attendance Guidance

**2022/2023**

## Attendance at WLA

West Lakes Academy is committed to maximising the achievement of all students. There is a clear link between good attendance and educational achievement.

West Lakes Academy expects outstanding attendance. This is to ensure students thrive and have access to a wide range of opportunities throughout their time at the academy.

## Reporting an Absence

Absences should be reported by telephone. You must report the absence on the telephone messaging service before 08:30am.

Please call — **01946 820356**.

The message must include students name, tutor group, reason for absence and an expected return date.

If you would like to discuss the absence please speak with your child's Head of Year on **01946 820356**

Head of Year 7 — Mrs Wilson

Head of Year 8 — Ms Wightman

Head of Year 9 — Miss Lightfoot

Head of Year 10 — Ms A Clements

Head of Year 11 — Mrs Brown

Head of Year 12 & 13 — Mrs Brown & Mrs Orr

Home Tutor — Ms Devine — 07702974373

Attendance Officer — Miss Taylor — 07725224033

**Please contact either Miss Taylor or Ms Devine with any attendance issues or questions:**

**[taylor@westlakesmat.org.uk](mailto:taylor@westlakesmat.org.uk)  
[devines@westlakesmat.org.uk](mailto:devines@westlakesmat.org.uk)**

We will work relentlessly to maintain communication.

We request three named contacts per child as in line with the Keeping Children Safe in Education Guidance 2020

<b>100%</b>	<b>EXCELLENT</b>
<b>97-99%</b>	<b>GOOD</b>
<b>95-97%</b>	<b>NEEDS IMPROVEMENT</b>
<b>92-94%</b>	<b>CAUSE FOR CONCERN</b>
<b>BELOW 92%</b>	<b>SERIOUS CONCERNS</b>

## Medical Appointments

Appointments should be made outside the academy day. If this is **unavoidable**, they should be made so that they cause little disruption to learning.

Please inform the appropriate person of the details of the appointment and provide a letter and a copy of the appointment card.

## Punctuality

The academy day starts with registration at 8:30am. Students must be in the academy building by 8:25am.

It is a parent's responsibility to arrange transport to the academy and to ensure prompt arrival.

Students must attend on time. Sanctions may be issued for lateness and will be issued for persistent lateness.

## Rewards and Awards

We reward for good attendance and punctuality regularly with a number of incentives. These include recognition in assemblies, certificates, invitations to award events.

## Holidays in Term Time

As stated in statutory legislation enforced from September 2013, we cannot grant any leave of absence during term time unless there are 'exceptional' circumstances.

This also applies to family holidays.

Absences such as;

We will not authorise a full day absence unless it is absolutely necessary, e.g. long distance travel required for the appointment.

- family holidays, including those due to convenience, for example because of parental work commitments, or cost of holiday.
- visiting relatives
- family day trips

**A holiday request must be made in writing.**

Parents are at risk of being issued with Penalty Notices if a leave of absence which is not authorised is taken. This applies to both parents and each individual child. Please also note that the penalty would be required to be paid within 21 days of receipt, it could double if it is not paid. The local authority will pursue non payments. The local authority may also pursue prosecution.

## Policies and procedures

All relevant policies and procedures including the Attendance Policy can be accessed on the academy website:

**[www.westlakesacademy.org.uk](http://www.westlakesacademy.org.uk)**