

# RRMA Attendance

**A Warm Welcome from your Attendance Team!**

Emily Lewis (Attendance Officer)  
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We thought it would be helpful to provide you with some basic information on the Attendance Policy at Morton Academy. [Download the full RRMA Attendance Policy](#)

## What to do if your child is going to be absent –

If your child needs to be absent from school for any reason please phone us by 8:35am on our direct line (**01228 822646**) or by selecting option 1 when ringing the main Academy number (**01228 822644**).

If you do not get in touch you will receive an automated call to inform you that your child is absent. You will then have several options (i.e. to leave a message or to ring our office directly). It is of vital importance that you contact us in the event of each absence – this is to ensure that your child's whereabouts are known and that they are safe.

Please bear in mind that if a student is going to be absent for 5 or more days for illness/medical reasons we kindly request that medical evidence of some kind is provided to cover the absence. This is to help in avoiding any unnecessary involvement from the Attendance Team due to low attendance caused through medical reasons.

If your child is absent from school for 5 days or less individual class teachers and the Team Leader should be consulted to ensure that missed work is caught up. For long term absences an appropriate programme of reintegration will be organised with the Head of Year and other relevant staff (School Nurse, Attendance Officer or Inclusion Team). Reintegration is an individualised process but may be in the form of an adjusted timetable to allow for 1:1 time in the Inclusion Unit to catch up in core subjects with an agreed timescale for re-joining all lessons full-time. The reintegration programme will be reviewed and adjusted as needed in order to ensure that students are supported throughout.

## Maintaining Excellent Attendance

Your child's attendance is a very high priority here at the Morton Academy and we do whatever we can to ensure our students miss as little school as possible. We do this by encouraging attendance through education on the impact of high vs. low attendance and by offering rewards throughout the year. Sometimes there are problems at school or home that may affect a student's attendance. We are here to offer support in these situations. We can:

- remove barriers in school (by liaising with Head of Year and Pastoral Staff)
- offer advice regarding child behaviour
- refer to our school counsellor
- signpost to external agencies like Barnardos (family worker), Social Care or Health Service Providers

In order to help students achieve their best, we use a traffic light system in which all pupils who drop below 93% (Red category) are placed on an Attendance Improvement Plan. This is where the carer and pupil are invited to a meeting to discuss any barriers to school attendance; even if the reasons for absence have been unavoidable. This ensures that no students "fall through the gaps" and any potential problems are caught early on.

<b>RED</b>		<b>BELOW</b> 93%
<b>AMBER</b>		93%- 95.9%
<b>GREEN</b>		<b>ABOVE</b> 96%

## Student Leave during Term-Time –

We strongly discourage carers from booking holidays during term time. Therefore, the Headteacher will only approve holiday in exceptional circumstances. If you must remove your child from school please complete an absence request form; be sure to state the reason for the absence and why the leave cannot be taken during

school holidays. Forms are available from student services. If the leave is not authorized you may receive a penalty notice fine.

### **Why Does School Attendance Matter?**

- Attendance as low as 90% can cause a drop of a full grade at GCSE
- Only about one in four students with less than 90% attendance achieve 5 A\*-C GCSEs
- Only about one in ten students with less than 80% attendance achieve 5 A\*-C GCSEs. Achieving 5 A\*-C GCSEs can increase wages by 42%
- 80% equates to your child missing 1 day a week – or a whole year's education over the course of their secondary schooling!
- Your child learns valuable life lessons at school like developing social skills and making lifelong friendships.