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Dear Parent/Carer

We would like to bring to your attention our new webpage on attendance and punctuality.

[Attendance website page](#)

As well as providing you with our 'Attendance and Punctuality' procedure it also informs you about medical appointments and how to report any absences which must be done via Edulink or through phone the Academy school ( 01582-601241) and then by selecting option 1 for the absence line.

It has come to our attention that parents and carers are phoning the school reception to leave a message or emailing the school "Admin" email address. You will be asked to re-dial if you come through to reception.

All absences, regardless of sickness or medical appointments, must be logged on Edulink or the answer phone for legal purposes.

All medical appointments must also be supported by medical evidence. This could be an appointment card/letter/email or a screen shot of a text from the relevant agency, e.g., Doctor, Hospital, Dentist or Opticians. This can be attached by clicking on "Absence Reporting" within Edulink and attach through the paperclip symbol.

All appointments will be unauthorised until we are in receipt of one of the above documents.

We thank you for your support in this matter.

Regards

Mr N Brown

Vice Principal  
Attendance Lead

