

# ATTENDANCE @ CCA 2023-2024

## IMPORTANT ATTENDANCE INFORMATION

We wish to support all our pupils in school so that they can achieve the best they possibly can. If there is anything that you are aware of that is affecting your child's attendance please do not hesitate to contact us so we can work together to support your child. We are unable to help or support your child if we are unaware of these issues.

As part of the Pastoral Team Mrs Stangroom can offer one to one or small group support to pupils whose experiences may be impacting on their attendance. By contacting your child's form tutor we can work together to support pupils in the most appropriate way.

Please contact your child's form teacher in the first instance with any concerns.

## REQUEST FOR LEAVE DURING TERM TIME

Parents/carers who wish to request a leave of absence in relation to an exceptional circumstance must complete a 'Request for Leave During Term Time Form' available from the school office or website. Please read the guidance on the back of the form.

Where we have reason to believe that a pupil is on holiday we may ask Mr Woodfield to visit the pupil's home address.

## MEDICAL OR DENTAL APPOINTMENTS

### EVIDENCE OF THESE MUST BE PROVIDED TO CCA

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary (being in school before/after the appointment).

Appointments should not require a whole day off school unless there is a distance to travel for the appointment.

Missing AM or PM registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

## CONTACTING CCA WHEN PUPILS ARE ABSENT

### \*\* DAILY CONTACT IS REQUIRED \*\*

Parents must notify the school on every day of an unplanned absence by 8.50am or as soon as possible.

### To report an absence either:

- **phone - 01785 334900**
- **text - 01785 472019**
- **email - [office@cca.staffs.sch.uk](mailto:office@cca.staffs.sch.uk)**

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. In some cases, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate evidence.

If suitable evidence cannot be provided the absence will be recorded as unauthorised and parents will be notified accordingly.

As part of our duty of care we may also ask Mr Woodfield to carry out a health and wellbeing check. If your child is not at your home address please let us know as you report the absence.

## FORM TUTOR EMAIL ADDRESSES

5ST	Mrs Taylor	s.taylor@cca.staffs.sch.uk
5PJ	Mr Jankovskis	p.jankovskis@cca.staffs.sch.uk
5VH	Mrs Henshaw	v.henshaw@cca.staffs.sch.uk
5CJ	Mrs Johnstone	c.johnstone@cca.staffs.sch.uk
5SP	Mr Pellington	s.pellington@cca.staffs.sch.uk
6KEB	Mrs Bailey	k.bailey@cca.staffs.sch.uk
6BE	Mrs Edwards	r.edwards@cca.staffs.sch.uk
6JC	Mrs Croasdale	j.croasdale@cca.staffs.sch.uk
6SL	Mr Lodge	s.lodge@cca.staffs.sch.uk
7GH	Mr Hammond	g.hammond@cca.staffs.sch.uk
7DF	Miss Fares	d.fares@cca.staffs.sch.uk
7KH	Mr Harrison	k.harrison@cca.staffs.sch.uk
7LM	Miss McKenzie	l.mckenzie@cca.staffs.sch.uk
7RS	Mr Stubbs	r.stubbs@cca.staffs.sch.uk
8KB	Mrs Brough	k.brough@cca.staffs.sch.uk
8TP	Mrs Pine	t.pine@cca.staffs.sch.uk
8HR	Mr Rudd	h.rudd@cca.staffs.sch.uk
8CB	Mr Bailey	c.bailey@cca.staffs.sch.uk
8CKJ	Mr Johnson	c.johnson@cca.staffs.sch.uk