

## Notification of Absence

The academy will actively pursue the goal of regular attendance and good punctuality both in relation to individual students and for the academy as a whole, including recognising and rewarding good attendance/punctuality.

A student's absence will only be authorised for a medical reason with accompanying medical evidence or religious observance. All other absences shall be recorded as unauthorised.

A student whose absence is for other reasons may be subject to interventions from the Education Attendance Service or the family may receive a Fixed Penalty Notice.

All absences are viewed in relation to a student's current attendance rate.

**For parent/carer to complete:**

Student Name	Base Group

\*\* Please include ALL students who attend Ipswich Academy

<b>From:</b>	<b>To:</b>	<b>Total number of school days =</b>
	(Inclusive)	

**Please give a reason for planned absence :**

**Signed** (parent/carer): ..... **Date:** .....

**In order to ensure the safety and wellbeing of students we require information of any planned absence and notification via this form at the earliest opportunity.**