



SKEGNESS ACADEMY

Executive Principal: Mrs E Day
Head of School: Mrs K Albelda
PA to the Executive Principal & Head of School: Mrs J Abbott

Burgh Road, Skegness, Lincolnshire PE25 2QH

Telephone: 01754 879122
Email: admins@skegnessacademy.org
Website: www.skegnessacademy.org



@SkegnessAcad

29 November 2022

Dear Parents/Carers

You may have noticed that we have started to send texts to you if your child is absent. This is part of a drive to improve attendance for all students at the Skegness Academy. Good attendance is essential for learning and when students are not in school, they are deprived of accessing the opportunities we offer and risk becoming disadvantaged. We will be launching a new policy in the next couple of weeks and you will be sent a link to this. In the interim, we wanted to inform you that we will no longer be authorising absences unless we have compelling evidence. This includes illness. Please remember that if your child is well enough to attend school but needs medication, you are able to complete a consent form at Main Reception to enable your child to access this during the day and attend school. We are asking for your support in improving attendance and punctuality for your child. To do this, we are asking for your help and to work with us to support the following:-

1. Parents must contact school before 8.30 am if their child is going to be absent, via phone (01754 879122 option 1) or by e-mail (SKA-attendance @skegnessacademy.org) for every day of absence. We will conduct a home visit if any student is absent without reason or absent for more than 3 days – this is part of the Skegness Academy's Safeguarding Policy.
2. Students should only be absent from school when they are too ill to attend. Students are still expected to attend school with minor illnesses such as toothache, coughs, cold, period pains just as we adults would be expected to attend work. We will no longer authorise illness unless compelling medical evidence is provided. **We have introduced a new policy regarding non-prescription medication for short term illnesses or long-term conditions. You can request a consent form which should be completed onsite and handed to the reception staff along with boxed medication such as paracetamol or ibuprofen.**
3. Medical appointments should be booked for after school. However we appreciate that this is not always possible so if an appointment can be made at the beginning of the day or late in the afternoon your child can still attend the morning or afternoon session at school. They should not take the whole day off for one appointment. We will only authorise medical appointments if you can provide a letter or appointment card. This will be placed in their medical file should any questions be raised regarding their absence.
4. Holidays are not to be taken during term time; a week's holiday will result in your child missing 27.5 hours of learning which they will then have to catch up on when they return. This can be incredibly stressful for our students as they have often missed important information that will help with future lessons. Holidays taken during the term will only be authorised by Mrs Albelda the Head of School in **extenuating circumstances** – these do not include family members not being able to get time off work.

The Skegness Academy is part of the Greenwood Dale Foundation Trust Group of Academies

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5. Students are expected to arrive at school by 8.40 am, any later than this will result in a late mark. We are no longer issuing a detention for this, but your child will be spoken to by a member of staff about the reason for lateness and if it continues we will ask you to come into school for a meeting.

Finally, if your child is having any issues in school, please do not keep them off school. We can only sort out a problem if we know about it and often, we find keeping a student away from school only heightens their anxiety around returning, making the situation worse. We will investigate any concerns you may have and act within our school policies to resolve the issue but whilst we do this your child still needs to be receiving an education.

For any pastoral concerns please ring your child's Head or Deputy Head of Year.

Year	Head of Year	Deputy Head of Year
Year 7	Miss Rees irees@skegnessacademy.org	Miss Jones cjones@skegnessacademy.org
Year 8	Mrs Matson imatson@skegnessacademy.org	Mrs Heywood jheywood@skegnessacademy.org
Year 9	Mr Harker charker@skegnessacademy.org	Miss Parker lparker@skegnessacademy.org
Head of KS3	Mrs Bloodworth kbloodworth@skegnessacademy.org	
Year 10	Miss Furlong efurlong@skegnessacademy.org	Mr J Divilly jdivilly@skegnessacademy.org
Year 11	Mrs Willis hwillis@skegnessacademy.org	Mrs Laws klaws@skegnessacademy.org
Sixth Form	Miss Langdale klangdale@skegnessacademy.org	Mrs Hunt jhunt@skegnessacademy.org
Head of KS4	Mrs Ferrier sferrier@skegnessacademy.org	

For any other attendance concerns please call the attendance team on 01754 879122 (option1).

Your child's education is important to us all and we need to work together to ensure they are receiving the best education possible. The first step towards this is for them to attend every day.

Yours sincerely



Mrs E Day
Executive Principal



Mrs K Albelda
Head of School

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