

# Madeley Academy



## The Academy Day

Please note the session timings:

		Time	Duration
Session 1a	Including Breakfast (20 mins)	8.30 – 11.40am	1hr 25 mins
Session 1b			1hr 25 mins
Personal Tutorial		11.40 – 11.55pm	15 mins
Session 2a	Including Lunch (30mins)	11.55 – 3.15pm	1hr 25 mins
Session 2b			1hr 25 mins
Session 3	Monday - Thursday	3.30 – 5.15pm approx	1hr 45 mins

*Parents/carers are requested to ensure students arrive at 8.20am to make a prompt start to lessons at 8.30am.*

*Please note that after school sport can finish later than 5.15pm. Parents/carers can drive onto the site to pick up from 5.15pm onwards to ensure students' safety.*

## **Attendance**

Good attendance is vital if students are to make the most of their education and obtain employment. 100% attendance should be the target for all students, and we do not expect absence unless there is a very good reason.

If you feel that your child is unable to attend for any reason, it is important that the Academy is informed as early as possible using the Attendance Line: **(01952) 527715**. This will enable the absence to be recorded accurately and allows the Academy to prioritise absence checks.

In the event of persistent unauthorised absence our Education Welfare process becomes involved with the family to help improve attendance. There is a possibility, however, of legal action if the attendance issue is not resolved.

**The Academy will not agree to absence for holiday purposes. Whenever possible all dentist's or doctor's appointments should be made outside school hours.**

*Parents/carers are expected to do all in their power to ensure that their child has full attendance.*

## **Punctuality**

Students should be in the Academy at 8.20am and in class for an 8.30am start each morning. This is seen as an essential work habit, and action will be taken against repeat offenders.