

**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:**

- **Send Message on MCAS App**
- **phone - 01785 334900**
- **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 S Taylor	s.taylor@cca.staffs.sch.uk
5VH	Mrs V Henshaw	v.henshaw@cca.staffs.sch.uk
5JC	Mrs J Croasdale	j.croasdale@cca.staffs.sch.uk
5TC	Mr T Cannon	t.cannon@cca.staffs.sch.uk
5TP	Mrs T Pine	t.pine@cca.staffs.sch.uk
6MJ	Mr M James	office@cca.staffs.sch.uk
6SP	Mr S Pellington	s.pellington@cca.staffs.sch.uk
6BE	Mrs R Edwards	r.edwards@cca.staffs.sch.uk
6KEB	Mrs K Bailey	k.bailey@cca.staffs.sch.uk
6MEW	Miss M West	m.west@cca.staffs.sch.uk
7RS	Mr R Stubbs	r.stubbs@cca.staffs.sch.uk
7GH	Mr G Hammond	g.hammond@cca.staffs.sch.uk
7DF	Miss D Fares	d.fares@cca.staffs.sch.uk
7KH	Mr K Harrison	k.harrison@cca.staffs.sch.uk
7LM	Miss L McKenzie	l.mckenzie@cca.staffs.sch.uk
8CB	Mr C Bailey	c.bailey@cca.staffs.sch.uk
8CKJ	Mr C Johnson	c.johnson@cca.staffs.sch.uk
8KHO	Mrs K Howard	k.howard@cca.staffs.sch.uk
8HR	Mr H Rudd	h.rudd@cca.staffs.sch.uk