

Unity Academy contacts for attendance and absence matters

Absence Line – 01253 355493 (select the appropriate option from the spoken menu)

School Main Reception – 01253 355493

Please ask for **Ms Wilson** Attendance Manager, **Ms Green** (Attendance Officer), **Ms Montague** (Attendance Administrator) and/or **Ms Hawkins** (Pupil Welfare Officer - PWO)

The Student Support Team can also be contacted via main school reception.

Heads of Year

Heads of Year are also contactable via main school reception to discuss more complex attendance issues.

Years R – 1	Mrs Hanvey
Years 2 – 4	Ms Gleadell
Years 5 – 6	Mr Tomes
Year 7	Mr Mashiter
Year 8	Ms Crewdson
Year 9	Mr Crewdson
Year 10	Mr Hesketh
Year 11	Mr Hesketh

Requesting Leave of Absence (during term time)

As outlined in the Unity Academy Attendance Policy holidays are not routinely authorised in term time and subsequently taking a (non-authorised) holiday may result in a Penalty Notice being applied.

In the event that leave of absence is deemed necessary, this must be requested via a 'Leave of Absence (during term time)' application form available from main school reception or directly from **Ms Hawkins** (PWO).

This must be completed well in advance of any potential absence to allow a timely response to be given to parents and carers.

Please refer to the Unity Academy Attendance Policy on the school website for further information and clarification with regard to any attendance queries.

<http://www.unity.blackpool.org/information/policies/Attendance-Policy>