

## **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 **Mrs Cardwell** Attendance Manager and/or **Mrs Kenyon** (Pupil Welfare Officer - PWO)

Assistant Heads of Year and 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	<b>Mrs Hanvey</b>
Years 2 – 4	<b>Ms Gleadell</b>
Years 5 – 6	<b>Mr Tomes</b>
Year 7	<b>Ms Pike</b>
Year 8	<b>Mr Groves</b>
Year 9	<b>Ms Mallalieu</b>
Year 10	<b>Mr Hesketh</b>
Year 11	<b>Ms Fairfield</b>

### **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 **Mrs Kenyon** (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>