




ATTENDANCE

HANDBOOK





Welcome Message	1
Our Values	2
Attendance Vision	3
School Absence	4
Punctuality	5
Rewards	6
MyED App	7
ClassCharts App	8
Important Contacts	9
Our Policies	10

TABLE OF CONTENTS



ormistonforgeacademy.co.uk



[@ormistonforgeacademy](https://www.instagram.com/ormistonforgeacademy)



[@ormistonforgeacademy](https://www.facebook.com/ormistonforgeacademy)



01384 566 598

WELCOME MESSAGE



Dr. L. Mason
Principal

As the Principal of Ormiston Forge Academy, I firmly believe that **school attendance is paramount to our students' success** and development. Attending school regularly not only ensures that our students acquire the knowledge and skills needed for their future endeavours but also fosters a sense of **responsibility, discipline, and perseverance.**

At Ormiston Forge Academy, we recognise that each day of school attendance is an investment in our students' growth, unlocking countless opportunities and setting them on a path towards a **bright and prosperous future.**

WHAT ARE OUR VALUES?

RESPECT

Respect is a core value deeply intertwined with attendance at Ormiston Forge Academy. We cultivate an atmosphere where showing up and being present is not only a commitment to oneself but also a **demonstration of respect for the educational journey** shared with fellow students, parents, and educators.

ASPIRATION

Aspiration is an intrinsic core value intertwined with attendance here at Ormiston Forge Academy. We inspire our students to **dream big, set ambitious goals, and reach for academic excellence**, recognising that regular attendance provides the foundation for realising their aspirations and unlocking future opportunities for personal growth and success.

RESILIENCE

Resilience is a fundamental core value that underpins attendance at Ormiston Forge Academy. We empower students with the tools and support needed to **face challenges head-on**, demonstrating that attending school regularly is an act of resilience that fosters determination and commitment to **overcome obstacles** on their educational path.

THE VISION

Our vision is an academy community that values persistent and consistent attendance, empowering students to achieve **academic excellence** and **personal growth**. We aim to nurture resilient, aspirant and respectful individuals who are able to unlock their **full potential**.

THE MISSION

At Ormiston Forge Academy we believe persistent and consistent attendance is the foundation for academic success, personal growth, and lifelong learning. Guided by our core values of respect, aspiration, and resilience, we foster a culture that **values attendance**, empowering students to realise their full potential. Together, we create an inclusive environment where **students feel valued, supported, and motivated to excel academically and personally, shaping responsible, compassionate, and resilient individuals who positively impact and influence the world.**

WHAT CAN YOU DO?

PUNCTUALITY

At Ormiston Forge Academy, students are expected to arrive on site no later than 08.30 and to be in their AM period ready for its start at 08.35.

Any student arriving after 08.35 is LATE and must sign in electronically at main reception

Punctuality is a life skill and habit best mastered at a young age. Being punctual sets you up psychologically for the day ahead and indicates to others that you are invested in your education.

Students arriving late to the academy after **08.35** will receive a same day B2 – 20 Minute Detention (Late to school) on each occasion they are late.

Students arriving late to the academy after **08.55** will receive a same day B3 – 60 Minute Detention (Late after form) on each occasion they are late.

We are relentless in the pursuit of achieving outstanding punctuality for all of our students and expect our families to support us with. this.



REWARDS

FOR ATTENDANCE

Our attendance rewards program is designed to motivate and recognise your commitment to attending school. We want to make sure that every student has the chance to earn recognition for their attendance throughout the year.

The program works in six half-term cycles, giving students **six opportunities to earn fantastic rewards for achieving excellent or improving attendance.**

We understand how important it is to recognise student dedication, resilience and efforts and so in addition to the six half termly rewards students will be in receipt of **Forge points for achieving their weekly attendance targets**

Our attendance reward system is here to help students feel proud of their attendance and motivated to keep doing their best.

REPORTING ABSENCE

At Ormiston Forge Academy, all absences must be reported by 9am on each day of absence stating the reason




call us to report
absence
01384-566-598

OR



use the
MyED App
to report absence

Medical evidence may also be requested to authorise absences, particularly where there are on-going attendance concerns. Without this, absences may be recorded as unauthorised.



Where possible, we encourage all medical appointments to be kept outside school hours. Where this is not possible students must come into school with evidence of the appointment, sign out and then return back to school after the appointment. A full day will not be authorised for routine medical appointments at the GP, dentist etc.

We firmly believe that excellent attendance is vital for fostering both the happiness and academic achievements of our students. As such, we make no apology for upholding high expectations for attendance. We aspire to a **100%** attendance rate from all our students, setting a minimum attendance target of 97%.

Much of our attendance policy is designed to satisfy DfE regulations but as always, if you feel an approach is unfair or unreasonable, then you can write to the Principal and/or Governing Body asking for a review. However, whilst any such policy is in place, the academy will operate as stated.

THE APP YOU NEED



Connecting parents,
students and schools

The MyEd app shows you
up to date information
about your child's
attendance.

It **allows you to report
an absence** and is the
app we use to
communicate with you
regarding all matters
related to school
attendance.

[CLICK HERE TO](#)
[FIND](#)
[OUT MORE](#)



IMPORTANT CONTACTS



Attendance Officer	Assistant Attendance Officer	Assistant Principal Behaviour & Standards	Senior Leader Pastoral	Designated Safeguarding Lead
Miss M. Dean	Mrs A. Rossiter	Mrs S. Taylor	Mr W. Grant	Mrs G. Griffiths
Head Of Year 7	Head Of Year 8	Head Of Year 9	Head Of Year 10	Head Of Year 11
Mr M. Gill	Mr G. Chapman	Miss R. Pitt	Mrs L. Arnold	Mr A. Hickinbottom
Assistant Head Of Year 7	Assistant Head Of Year 8	Assistant Head Of Year 9	Assistant Head Of Year 10	Assistant Head Of Year 11
Mr Z. Shah	Miss M. Cid Blanco	Mr J. Adams	Miss C. Miles	Miss N. Wiseman
Assistant Head Of Year for KS3			Assistant Head Of Year for KS4	
Miss E. Russell			Miss Z. Coules	
Pastoral Leader Year 7	Pastoral Leader Year 8	Pastoral Leader Year 9	Pastoral Leader Year 10	Pastoral Leader Year 11
Miss J. Goodridge	Miss H. Smith	Miss A. Howell	Mrs J. Monahan	Mr L. Marrs
Deputy Designated Safeguarding Lead KS3			Deputy Designated Safeguarding Lead KS4	
Miss A. Bridgewater			Ms B. Lowe	

OUR

POLICIES

Like all schools and academies, we have policies and clear actions for supporting attendance.

You can view, read and download a copy of our attendance policy and other information here:

[Attendance Policy](#)

[Admissions Policy](#)

[Safeguarding Policy](#)

