



## Student Care, Wellbeing & Attendance

Corby Business Academy Newsletter

June 2024

*Student care and wellbeing for our students is at the heart of our academy.*

The Student care room is based in the central upper mall of the academy. The student care and attendance team are available for students to access at breaks and lunch or alternatively with an arranged appointment.

The student care and attendance team consists of three student support officers and three attendance officers and will support your child with any of their concerns, whether they are awful or small.



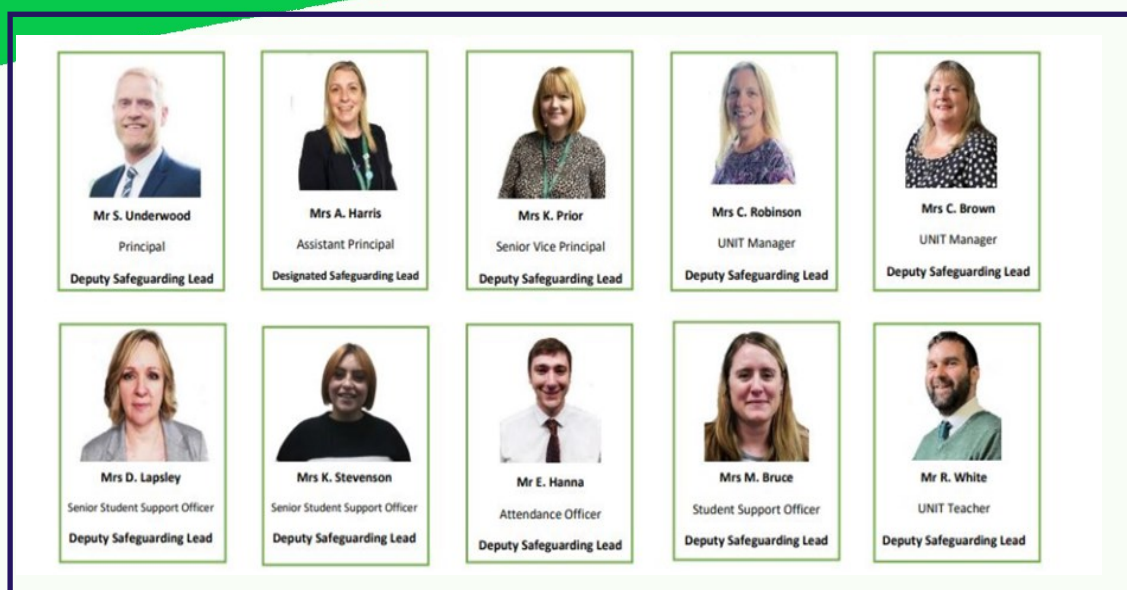
In August 2021, in recognition for the expanding need for student care, two small private rooms were added to student care. The rooms host beautiful country woodland wall art for a calming environment, settees, fidget toys, books and colouring equipment and mood lighting to ensure students feel comfortable and relaxed. These rooms also provide a quiet space for students just to have a few minutes or provide an area for any confidential conversations. The students are able to access all forms of support, advice, guidance and wellbeing checks.

The student care team will also assist in arranging appointments with external agencies, make referrals and communicate with parents and carers regularly.

***If you wish to contact the team, please choose option 1 when calling the academy.***

# Corby Business Academy

## Designated Safeguarding Leads



## Meet the Student Care Team



**Mrs Harris - Assistant Principal - Safeguarding & Attendance Lead**

[amy.harris@corbybusinessacademy.org](mailto:amy.harris@corbybusinessacademy.org)



**Mrs Lapsley - Year 7 Senior Student Support Officer**

[donna-jayne.lapsley@corbybusinessacademy.org](mailto:donna-jayne.lapsley@corbybusinessacademy.org)



**Mrs Bruce - Year 8 & 9 Student Support Officer & Mental Health Lead**

[michelle.bruce@corbybusinessacademy.org](mailto:michelle.bruce@corbybusinessacademy.org)



**Mrs Stevenson - Year 10 & 11 Senior Student Support Officer**

[kayleigh.stevenson@corbybusinessacademy.org](mailto:kayleigh.stevenson@corbybusinessacademy.org)

## Mental Health

As your child embarks on their journey through secondary school, their mental health is just as important as their academic progress. At Corby Business Academy, we prioritise in creating a supportive environment where every student can thrive emotionally and mentally.

Our aim is to ensure we provide your child with the knowledge on how to foster a good school life balance by accessing topics such as managing stress, anxiety and building resilience to help nurture your child's mental well-being through this crucial stage of their development.

We believe by working together, we can ensure that your child will not only succeed academically but also enjoy a healthy and fulfilling school experience.

If you require any further information, please contact our mental health lead:

Mrs Bruce [michelle.bruce@corbybusinessacademy.org](mailto:michelle.bruce@corbybusinessacademy.org)

## Mental Health Support Available

Mental Health  
Lead

PDD  
Curriculum

School  
Councillor

MHST  
Referrals

Interventions

External  
Agencies

From the first day of term to the last, the small moments in a school day can make a real difference to your child.

Corby Business Academy has high expectations of student attendance.

We believe encouraging school attendance is one of the most powerful ways you can prepare your child for success, both in school and in life.

Making school attendance and punctuality a priority helps your child to maximise their potential, develop important social skills and avoid dangerous behaviour.

At Corby Business Academy, our values are to ensure that improving attendance is **everyone's responsibility**:

### Improving attendance is everyone's business





# Corby Business Academy

*Attendance is essential for students to achieve the most out of their experience, including attainment, wellbeing and wider life chances (DfE, 2022).*

## Reporting Absence

Parents/carers should contact the Academy every day of their child's absence **before 8.30 a.m.**

**To report an absence telephone** 01536 303120, select option 2 to speak with our Attendance Officer or option 3 to speak with our reception team. Please do not leave a voicemail message and persevere if the phones lines are engaged.

**Alternatively you can email the Attendance Officer** at [studentabsence@corbybusinessacademy.org](mailto:studentabsence@corbybusinessacademy.org) with the following information:

- Student Name
- Year Group
- Absence Reason
- Day of Absence
- Parent/Carer Name
- Parent/Carer Contact Number
- Parent/Carer Email Address

If an explanation for an absence is not received, it will be recorded as unauthorised and an unexplained absence text message will be sent from the Academy or a telephone call will be made. A home visit may occur as a follow-up action.

## Penalty Notices Fines are changing!

These will come into force from **19th August 2024**

# 1

### FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days  
Reduced to £80 per parent, per child if paid within 21 days.

# 2

### SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

# 3

### THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

## 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

## The Attendance Team

Amy Harris – Assistant Principal for Student Care, Safeguarding and Attendance  
[amy.harris@corbybusinessacademy.org](mailto:amy.harris@corbybusinessacademy.org)

Michele Jenkins – Attendance Officer for Years 7, 8 and 9.  
[michele.jenkins@corbybusinessacademy.org](mailto:michele.jenkins@corbybusinessacademy.org)

Laura McCluskey – Attendance Officer for Years 10, 11 and Sixth Form  
[laura.mccluskey@corbybusinessacademy.org](mailto:laura.mccluskey@corbybusinessacademy.org)



Brooke Weston Trust

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