



Corby Business Academy

Academy Way  
Gretton Road  
Corby  
Northamptonshire  
NN17 5EB

Tel: 01536 303120

Email: [enquiries@corbybusinessacademy.org](mailto:enquiries@corbybusinessacademy.org)

Web: [www.corbybusinessacademy.org](http://www.corbybusinessacademy.org)

Principal: Simon Underwood

29<sup>th</sup> April 2021

Dear Parents and Carers,

**Academy Attendance Target:** 96% or above

I am writing to remind you of, and revisit, our in-school protocols for student sickness, as well as attendance record requirements for medical appointments.

### Sickness during school hours

If a student feels unwell, whilst they are attending the Academy site, they must report to a member of the Senior Leadership Team – this can be done via their class teacher during lesson time or by approaching a Senior Leader directly during break or lunch.

When this occurs a student's condition and circumstances will then be checked, with the Senior Leader involved then considering the situation and liaising with parents or carers. If it is agreed that the student should go home, this will be clarified with a named adult from our student contact details list.

The student must then be collected by an adult, who is again named on the student's contact list. If this is not possible, the Academy will need written confirmation and permission stating the adult who will be acting as the person responsible for supervision and collection.

Please note that students should not be contacting parents or carers directly during school hours via mobile phones, we need to manage safeguarding protocols and ensure that we control records of students arriving on and off site.

### Medical Appointments

In the case of unavoidable medical or dental appointments and in accordance with Brooke Weston Trust policy, we will require medical evidence in order to authorise these absences.

We accept the following as medical evidence that details the time and date of the appointment:

- Appointment letter/slip
- Text message or online booking confirmation

Please can we be informed of planned medical or dental appointments **at least 1 day prior** to the appointment. This notification, along with medical evidence, can be emailed to [studentabsence@corbybusinessacademy.org](mailto:studentabsence@corbybusinessacademy.org).

Thank you for supporting us in these matters.

Yours sincerely

Mr S. Underwood  
Principal