Magna Academy Poole
an Aspirations Academy
Executive Principal: Mr P Midworth

Ashdown Close, Canford Heath, Poole, BH17 8RE
01202 604222
office@magna-aspirations.org
www.magna-aspirations.org

ASPIRATIONS

7th October 2026

Subject: Important Guidance: Planned Absences and Attendance Policy

Dear Parents, Carers, and Students,

At Magna 6, high attendance is directly linked to academic success, personal development and preparation for future careers or higher education. We are committed to supporting all of our students in achieving their full potential, which requires regular and punctual attendance across all scheduled sessions, study periods, and academy activities.

If attendance does become a concern for your son or daughter, a member of the Sixth Form team will be in contact to help support with maintaining high levels of attendance as well as supporting the improvement of attendance.

To maintain accurate records and support student safety, we would like to remind you of our policy regarding unplanned absences, planned absences and medical appointments during term time.

Unplanned Absence Procedures

If a student is unable to attend Sixth Form due to illness or an unexpected emergency, parents/carers or students should notify the attendance office before 8:30am on the first day of absence, providing a clear reason.

Students are responsible for:

- Catching up on missed learning as soon as possible.
- Contacting teachers directly regarding missed work.
- Attending any agreed catch-up or support sessions.

Please note that holidays should not be taken during term time.

Prior Notification and Proof of Planned Absences

If a student knows in advance that they will need to miss school for a legitimate reason such as a university open day or interview; notification must be provided in advance.

Parent Friendly School Standard
MUSIC MARK PROUD TO BE A MUSIC MARK SCHOOL 2024 - 2025
A Level - Platinum Award Alps Top 10%

- Notification process: please ensure details and evidence are submitted directly to Mr. Hall via email at ehall@magna-aspirations.org. The planned absence request must include date, time and proof of appointment.
- Acceptable proof- this includes a booking confirmation email, official SMS notification, letter, or a screenshot of an email.
- Students will be granted time off for their planned absence and will be expected to return to the academy unless the reason for being away from the academy requires a longer period of absence.

Providing this information a week in advance ensures that absences are authorised correctly and minimises disruption to teaching and learning.

Medical Appointments

Students are expected to attend all lessons and should arrange medical appointments outside academy hours wherever possible. If this is not possible, appointments should be booked to minimise disruption to learning. Where an appointment takes place during academy time, students must provide evidence of an appointment following the guidance above for planned absence. This will not require disclosure of any medical diagnosis or confidential health information.

We appreciate your cooperation and support in upholding high standards of attendance across Magna 6. Should you have any questions regarding planned absences or attendance support, please do not hesitate to contact the office.

Yours sincerely,



Mr Elliott Hall
Head of Sixth Form
Magna Academy