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Attendance Policy

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to academy attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on Working Together to Improve School Attendance, and through our whole-academy culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend the academy

We will also promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy is based on the Department for Education's statutory guidance on Working Together to Improve School Attendance 2026 and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2013
- School Census Guidance
- Keeping Children Safe in Education
- Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools

3. Roles and Responsibilities

3.1 Academy Oversight Committee

The Academy Oversight Committee is responsible for:

- Setting high expectations of all academy leaders, staff, students and parents
- Making sure academy leaders fulfil expectations and statutory duties, including:
    - Making sure the academy records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the academy works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the academy's policies and ethos
- Making sure the academy's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources

- Making sure the academy has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping academy leaders focus improvement efforts on individual students or cohorts who need it most
- Working with academy leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole academy and repeatedly evaluating the effectiveness of the academy's processes and improvement efforts to make sure they are meeting students' needs
- Where the academy is struggling with attendance, working with academy leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The academy's legal requirements for keeping registers
    - The academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across academies
- Holding the Executive Principal to account for the implementation of this policy

3.2 The Executive Principal

The Executive Principal is responsible for:

- The implementation of this policy at the academy
- Monitoring academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Senior Attendance Lead to be able to do so in accordance with the North Lincolnshire Council (NLC) code of conduct
- Working with the parents of students with Special Educational Needs and/or Disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where such students face in-school barriers
- Communicating with the local authority when a student with an Education, Health and Care Plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the academy's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.3 The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader is responsible for:

- Leading, championing and improving attendance across the academy
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance

- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families.

3.4 The Attendance Officer

The Attendance Officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Executive Principal
- Working with the Education Welfare Officer to tackle persistent absence
- Advising the Executive Principal/Senior Leader (authorised by the Executive Principal) when to issue fixed-penalty notices in accordance with NLC code of conduct.

3.5 Class Teacher/Form Tutors

Marks may be added by the admin team (e.g. working in a Special School or SRP or Inclusion unit, or marks added after the register closes). Teachers should check attendance registers each lesson. If a student is absent their whereabouts should be ascertained and reported to the academy office.

3.6 Academy Admin Staff

Members
of the Admin Team will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the academy system
- Add attendance marks for morning and afternoon sessions where necessary using the correct codes (see Appendix 1).
- Transfer calls from parents, carers and students about absence to the Senior Leadership Team (SLT) to provide them with more detailed support on attendance
- Contact the parents or carers of a student if they do not present themselves within 30 minutes of the start of the first session, either morning or afternoon. If the academy has not already received warning of the absence, the academy will attempt to make contact with home and ascertain a reason for the absence. It will then be recorded on the register on Arbor
- Contacting home to request the reason for absence and updating the Academy records

3.7 Parents

Where this policy refers to a parent, it refers to the adult the academy and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every timetabled session on time
- Call the academy to report their child's absence before the register opens on the day of the absence (and each subsequent day of absence), and advise when they are expected to return

- Provide the academy with more than 1 emergency contact number for their child where possible.
- Ensure that, where possible, appointments for their child are made outside of the academy day.
- Engage with support offered by the academy or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the academy admin office.

3.8 Students

Students are expected to attend every timetabled session, on time.

4. Recording Attendance

4.1 Attendance Register

We will keep an electronic attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The register for the first and second sessions will be taken at the time published on the academy website and will be kept open until 30 minutes after the session begins.

Students arriving at other times of the day may be marked present if this is part of an agreed plan, for example as part of a student's EHCP or at the request of a medical practitioner.

4.2 Unplanned Absence

The student's parent must notify the academy of the reason for the absence on the first day of an unplanned absence before the register opens or as soon as practically possible, by contacting the academy.

We will mark absence due to illness as authorised, unless the academy has a genuine concern about the authenticity of the illness.

Where there are concerns surrounding the student's attendance or there are doubts about the authenticity of the illness, the academy will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised if the student's parent notifies the academy in advance of the appointment.

Parents/Carers must request leave of absence by contacting the academy office. However, we encourage parents to make medical and dental appointments out of academy hours where possible. Where this is not possible, the student should be out of academy for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 contains details of types of absence that can be authorised.

4.4 Lateness and Punctuality

Registers will be open for 30 minutes after the start of each session (as detailed on the academy website).

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Students with an attendance plan or other reasonable adjustments will be marked with the appropriate code.

The academy will contact parents to arrange a meeting to discuss reasons for lateness and how this can be rectified.

4.5 Following up Unexplained Absence

Where a student whom we expect to attend the academy does not attend, or stops attending, without reason, the academy will:

- Contact the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the student's emergency contacts, the academy may contact the home school or attempt a home safeguarding visit.
- Identify whether the absence is approved or not.

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session.
- Contact the parent/carer on each day that the absence continues without explanation, to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving the local authority.
- Where appropriate, offer support to the student and/or their parents to improve attendance.
- Where appropriate notify relevant professionals to inform them of the absences.
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with the academy will refer to section 7 of this policy and the local authority policy.

4.6 Reporting to Parents/Carers

The academy will regularly inform parents/carers and external agencies, e.g. social services and Youth Offending Team workers about their child's attendance and absence levels. If a student's attendance becomes a concern within the academy parents and or external agencies will be contacted and a meeting will be requested. The academy may look to implement the Attend Framework.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-Time Absence

The Executive Principal will allow students to be absent from the academy site for certain educational activities, or to attend other academies or settings.

The Executive Principal will only grant a leave of absence to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

A leave of absence is granted at the Executive Principal's discretion, including the length of time the student is authorised to be absent for.

Leave of absence will not be granted for a student to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The academy considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible from the academy office. The Executive Principal may require evidence to support any request for leave of absence. If a student is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the student or a parent/carer they normally live with.

5.2 Other Reasons for Authorised Absence

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the academy will seek

advice from the parent's religious body to confirm whether the day is set apart for religious observance.

- Parent(s) travelling for occupational purposes – a student is a mobile child if their parent is travelling in the course of their trade or business and the student is travelling with them. In these circumstances a student will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode.
- If the student is currently suspended or excluded from school (and no alternative provision has been made).

5.3 Absences from the Academy Site (which are not classified as absences)

The Executive Principal will allow students to be absent from the academy site for certain educational activities, or to attend other schools or settings. These are not classified as absences.

Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the academy.
- Attending another school at which the student is also registered (dual registration).
- Attending provision arranged by the local authority.
- Attending work experience.
- If there is any other unavoidable cause for the student not attending school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the academy premises are closed.

6. Strategies for Promoting Attendance

Staff at the academy are committed to promoting and achieving good levels of attendance in accordance with the local authority policy. Underpinning this commitment is a belief that only if students attend the academy regularly can they take full advantage of the educational opportunities available to them. In addition, the academy promotes an environment where students feel safe and valued.

We also use the attendance framework for students who have been identified with patterns of falling/poor attendance.

The academy will celebrate positive attendance with incentives and celebrations.

7. Supporting Students with Poor Attendance

The academy will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

7.1 Education Supervision Order

In cases where voluntary early help plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parents/carers in writing and will set up a meeting.

An education supervision order is a formal intervention but not criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.2 Notice to Improve

If the national threshold has been met and support is appropriate, but parents/carers do not engage with offers of support, the academy may offer a Notice to Improve to give parents a final chance to engage with support.

A Notice to Improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.
It will include:

- Details of the student's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

7.3 Penalty Notices

The Executive Principal (or a nominated person, authorised by the Executive Principal), local authority or the police can fine parents for the unauthorised absence of their child from the academy, where the child is of compulsory school age, by issuing a Penalty Notice.

If the academy issues a Penalty Notice, we will check with the local authority before doing so and send the local authority a copy of any Penalty Notice issued.

Before issuing a Penalty Notice, the academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).
- Whether a penalty notice is the best available tool to improve attendance for that student.
- Whether further support, a Notice to Improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the academy has under the Equality Act 2010 make issuing a penalty notice inappropriate.

Each parent/carer who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/s who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A Penalty Notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the academy has notified the parents that the student must not be present in a public place on that day). These Penalty Notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent/s must pay £60 within 21 days, or £120 within 28 days.

8. Supporting Student's who are Absent or Returning to School

Where health needs are preventing a child from returning to school or a readmission is needed the academy will follow the Children with Health Needs Policy which is available on the academy website.

Support for individuals returning to school will be done on a case-by-case basis and may include:

- Part timetables, which will be time limited and reviewed.
- Support working online from home (remote education will be a last resort and part of a reintegration plan).
- Access to pastoral support.

9. Attendance Monitoring

9.1 Monitoring Attendance

The academy will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the academy and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request.

The academy has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics.

The academy will benchmark its attendance data at whole academy, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the Academy Oversight Committee.

9.2 Analysing Attendance

The academy will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance including those identified as young carers.

- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify pattens and trends.
- Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns.

9.3 Using Data to Improve Attendance

The academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4).
- Provide regular attendance reports to academy staff to facilitate discussions with students and families, and to the Academy Oversight Committee and academy leaders (including Special Educational Needs co-ordinators, Designated Safeguarding Leads and Pupil Premium Leads).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other academies in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

9.4 Reducing Persistent and Severe Absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the academy's strategy for improving attendance.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the academy (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at the academy.
  - Listen, and understand barriers to attendance.
  - Explain the help that is available.
  - Explain the potential consequences of, and sanctions for, persistent and severe absence.
  - Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the academy will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see section 5.2).
- Implement the Attend Framework.
- Offer Early Help support and other attendance support to promote improved attendance.

10. Removing Students from the Academy Roll

10.1 Removing Students from the Academy Roll and Child Missing in Education

The academy will remove children from the academy roll following guidance within the School Attendance and (Pupil Registration) (England) Regulations 2024 section 9: The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk)

In each case the relevant local authority will be informed and where appropriate Child Missing in Education processes followed for the local authority as laid out in their guidance.

10.2 Elective Home Education

As per section 9(f) School Attendance and (Pupil Registration) (England) Regulations 2024, students will be removed from roll for reason of elective home education when a parent of the student has told the proprietor in writing that the student will no longer attend the academy after a certain day and will receive education otherwise than at the academy and:

i. that day has passed; and
ii. there is no school attendance order naming the academy in force in relation to the student.

11. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, at every review, the policy will be approved by the Academy Oversight Committee.

12. Links to Other Policies

This policy links to the following policies:

- Child Protection and Safeguarding
- Behaviour
- Children with Health Needs
- NLC code of conduct

This policy remains valid until it is reviewed and replaced, it does not expire by date alone.

IET reserves the right to make amendments to this policy at any time without notice.

APPENDIX 1: Attendance Codes

The following codes are taken from the DfE's guidance on Academy attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a Place Other Than the Academy		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the academy
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the academy
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered at another school.	Student is attending a session at another setting where they are also registered
Absent – Leave of Absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Temporary part-time timetables must be exceptional, reviewed regularly and form part of a reintegration/support plan
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – Other Authorised Reasons		

T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or permanently excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – Unable to Attend School Because of Unavoidable Cause		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because the academy is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of academy premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole academy site unexpectedly closed	Every student absent as the academy is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – Unauthorised Absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the academy
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the academy isn't satisfied that the reason given would be

		recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative Codes		
Z	Prospective student not on admission register	Student has not joined the academy yet but has been registered
#	Planned whole-academy closure	Whole-academy closures that are known and planned in advance, including academy holidays