**Parents Information**

**Frequently Asked Questions**

**What do I do if my child is going to be late or absent?**

* Please call the Academy as soon as possible on 01375 898009

**What happens if my child misses an exam?**

* If your child is sitting a public exam and they are absent, they will not be able to sit it at a later date. Therefore, it is important they attend all of their examinations.

**How do I apply for my child to have free school meals?**

* Please take a look at the **Free School Meals** information section

**How can I pay for my child’s school meals?**

* Hathaway Academy has a ParentPay system
* We ask Parents/Carers to pay for Dinner Money, and School trips, using ParentPay

**How do I find out information about my child’s detention (the reason, for how long and when)?**

* Please call Student Reception for details

**My child needs to leave school early for an appointment.  How do I contact them?**

* If you call the Academy on 01375 371361 someone will assist you and pass on the message.
* Please do not contact them by their personal mobile.

**I want my child to leave The Hathaway Academy.  What do I do?**

* You need to apply for a new school through the local authority; your child must continue to attend The Hathaway Academy until they have been put on the roll of their new school.

**My child is leaving The Hathaway Academy to go abroad permanently. What do I do?**

* We need to see the original travel tickets for your child. We will also need this in writing, addressed to the Attendance Officer. This should also state your child’s last day at The Hathaway Academy.

**We are going on a family holiday during term time.  What should I do?**

* The Principal does not usually authorise holidays during term time and unauthorised holiday will go down on your child’s attendance record as an unauthorised mark. Therefore, please call the Academy first to discuss this.

**How does the Academy use the 'Pupil Premium'?**

* For more information regarding the 'Pupil Premium' please read the documents in the Pupil Premium section.