



CITY OF DERBY ACADEMY

Attendance Protocol

Attendance

At the City of Derby Academy we believe in improving the life chances for all our students. It is vitally important for pupils to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage pupils to become responsible and resilient individuals which will serve them well in their future working lives.

Standards

At the City of Derby Academy we expect every pupil:

- To attend school for **at least 96%** of the time.
- To arrive by 8:40 a.m. **everyday**.

At the City of Derby Academy we will support parents in their legal responsibility to ensure their child attends school regularly and punctually.

At the City of Derby Academy we expect parents to contact us by telephone on the first day and each subsequent day of their child's absence. The Academy should be informed of any planned absence in advance and provide medical or dental appointment cards for unavoidable appointments. We would encourage you to make appointments outside of school time where ever possible.

Procedures

Punctuality

It is the responsibility of parents to ensure that their child attends school on time. Pupils who arrive late to school without good reason will be sanctioned. They will also lose class charts points, this could mean that they do not qualify for the activities day.

Our Year Teams will work with parents to overcome barriers which prevent pupils arriving on time. If punctuality problems persist we may involve our Education Welfare Officer.

Pupils should be on the Academy site by 8.40 a.m. every day.

Recognising Good Attendance and Punctuality

At the City of Derby Academy we will use a range of measures to praise and reward pupils who meet their attendance and punctuality targets. We use the 3 R's and reward our students with activity days for those who achieve an above 95% ratio. If students also achieve 95% attendance and achieve their pledges they are entitled to a free activity day in the summer term. Heads of Year hold achievement assemblies where pupils will receive achievement certificates, attendance badges and be entered into prize draws.

Addressing Non-Attendance

At the City of Derby Academy we work diligently to help pupils attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

Any pupil whose attendance falls below 90% and fails to meet interim thresholds throughout the

year is likely to become a **Persistent Absentee (PA)**. In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a GP appointment card or letter. Pupils in this attendance category will be monitored closely by our Family Support Worker and Year Teams who may conduct home visits and hold meetings with parents. At this stage the Education Welfare Officer (EWO) will also be involved.

Should there be no improvement in attendance, in these cases, we will seek intervention from the Education Welfare Service and ultimately pursue court action.

Please refer to the Attendance Bands on the next page to identify the different stages of action should your child's attendance fall below our expectation. Please be aware that the percentage values are for guidance only and a pupil can be 'fast tracked' through any stage as is deemed appropriate.

Holidays in Term Time

At the City of Derby Academy we believe family holidays should **not** be taken in term time. We will not authorise any holidays except in exceptional circumstances and following written application to the Head Teacher in advance.

Attendance Bands

**Above
96%**

**Band 1
Green (Rewards and Recognition)**

If your child attends school above 96% of the time they may receive regular positive recognition and have the best opportunity to achieve academic success.

**92.5%
to
95%**

**Band 2
Amber 1 (Phone Call and Letter Sent Home)**

If your child's attendance falls into this band their Year Team will contact you by telephone to discuss any barriers to good attendance and offer support to improve attendance. If attendance continues to fall then a letter will be sent home.

**90%
to
92.5%**

**Band 3
Amber 2 (Attendance Concern Meeting)**

If your child's attendance falls into this band, a letter will be sent inviting you to an Attendance Concern Meeting with the Year Team. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set.

**86%
to
90%**

**Band 4
Red 1 (Attendance SLT Meeting)**

If your child's attendance falls into this band you will be invited to attend an Academy Attendance Meeting by the Attendance Officer. This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage.

**Below
86%**

**Band 5
Red 2 (Attendance Panel Meeting and Prosecution)**

If there are no improvements within the timescale agreed at the Academy Attendance SLT Meeting, an Attendance Panel Meeting with the Education Welfare Service will be conducted. Final targets for improvement will be set and prosecution procedures explained. If the final targets are still not met then the Education Welfare Service will move to prosecute.

Unavoidable Absence

Absences which are considered **unavoidable** may be **authorised** by the City of Derby Academy. These include:

- General illness, unless your child is classed as a PA.
- Attending a religious festival or ceremony with family supported by a letter in advance. This is subject to approval.
- A medical or dental appointment that could not be made outside of school hours.
- Being in hospital or having hospital treatment.
- Attending an interview for a job or place at a college.
- Taking part in a public performance or an examination.

Please inform the Academy on the first day of each subsequent day of absence.

Avoidable Absence

Absences which are considered **avoidable will not be authorised** by the City of Derby Academy. These include:

- Trivial illness or looking after an ill relative.
- Looking after the house or waiting for workmen/deliveries etc.
- Being on holiday.
- Looking after brothers or sisters, including dropping them off at school or nursery.
- Helping with housework or a family business.
- Being unhappy or not getting on with others at school.
- Being up late the night before, including for family problems.
- Having to translate for parents.

Avoidable Absence of 20 consecutive days

If your child is absent for 20 or more consecutive days you will receive a letter after 10 days informing you that we will remove your child from role if they continue to be absent from school. After 20 days of consecutive absence we will remove your child from role.

If this happens you will have to reapply for a place at our school through the admissions authority. Please take note that if we are full in your child's year group you will have to choose another school to send your child too.

We are keen to work with you and to support you and your child. If there is anything we can do to help you, please do not hesitate to contact us.

Contacting us;

Address: City of Derby Academy
Farmhouse Road
Sinfin
Derby

DE24 3AR

Telephone: 01332 270450

Email: admin@cityofderbyacademy.org

Website: www.cityofderbyacademy.org

To report a student absence or to discuss issues regarding your child's attendance, please call:

Mrs Beresford – **Administration Officer (Attendance)**

Mr Sandor – **Family Support Worker**

Mr Bane – **SLT Lead for Attendance**

Pastoral Team:

	Head of Year	Deputy Head of Year
Year 7	Mr S Mumtaz	Mr R Timmins
Year 8	Mr K Day	Mrs A Kamaran
Year 9	Mr D Cholerton	Mrs D Richards
Year 10	Mrs J Bruce	Miss E McCann
Year 11	Mr A Bult	Ms A Rerrie