



CITY OF DERBY ACADEMY

Attendance Protocol

Prepared by	Mr A Bane
Date	April 2021
Review date	July 2022

Attendance

At the City of Derby Academy we believe in improving the life chances for all our students. It is vitally important for students to attend the Academy regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage students 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 student:

- To attend the Academy for **at least 95%** 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 the Academy 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 Academy time where ever possible.

Procedures

Punctuality

It is the responsibility of parents to ensure that their child attends the Academy on time. Students who arrive late 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 students arriving on time. If punctuality problems persist we may involve our Education Welfare Officer.

Students should be on the Academy site by 8.30 a.m. every day so they can be in registration for 8.40am.

Recognising Good Attendance and Punctuality

At the City of Derby Academy we will use a range of measures to praise and reward students 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 rewards assemblies where students will receive good attendance certificates. At the start of each half term we will also enter students into a prize draw. We will reward seven students who have achieved 95% or better attendance in each half term and 3 who have the most improved attendance.

Addressing Non-Attendance

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

Any student whose attendance falls below 90% and fails to meet interim thresholds throughout the year is likely to become a **Persistent Absentee (PA)**. 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. Students in this attendance category will be monitored closely by our Attendance Officer 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. All absences are authorised at the Academy's discretion.

Should there be no improvement in attendance, 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 student 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.

Parents must ensure that the Academy must have at least **TWO** up-to-date contact numbers so we can get in touch with someone if, for example your child does not arrive when expected. This is part of our duty to keep children safe.

Band 1

Green (Rewards and Recognition)

**Above
95%**

If your child attends the Academy above 95% of the time they may receive regular positive recognition and have the best opportunity to achieve academic success.

Band 2

Yellow (Phone Call and Letter Sent Home)

**92.5%
to
95%**

If your child's attendance falls into this band their Year Team will contact you by telephone or letter to discuss any barriers to good attendance and offer support to improve attendance.

Band 3

Amber (Attendance Concern Meeting)

**90%
to
92.5%**

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.

Band 4

Red (Academy Attendance Meeting and Prosecution)

**Below
90%**

If there are no improvements within the timescale agreed at the Academy Attendance Meeting, an Attendance Panel Meeting with the Attendance Officer and 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 Academy 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:

- Minor 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 Academy or nursery.
- Helping with housework or a family business.
- Being unhappy or not getting on with others at Academy.
- 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 Academy. 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 Academy through the admissions authority. Please take note that if we are full in your child's year group you will have to choose another Academy to send your child to.

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 – **Attendance Officer**
Mr Bane – **SLT Lead for Attendance**

Pastoral Team:

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