

## Attendance

City of Derby Academy believes in improving the life chances of all our students. Good attendance leads to better futures, career paths and well-being for students.

We acknowledge that good attendance is a learned behaviour and part of this is developing good patterns of attendance including being on time in the morning and to all lessons during the day. To recognise this, we will have regular rewards for students with good attendance and punctuality through Class Charts, Activity Days and special rewards assemblies for attendance.

We will support parents in their legal responsibility to ensure their child attends the school regularly and punctually.

We require parents to give us up to date phone numbers and preferably provide two contacts in case of emergency.

School day times	
08:35am	Arrive at School
8:40am	Form Time/Assembly
9:00am	Period 1
10:00am	Period 2
11:00am	Break A
11:35am	Period 3
12:35pm	Period 4
1:35pm	Break B
2:10pm	Period 5

Registers are taken for each lesson in the first 10 minutes of the lesson. The morning register at 9:00am and the afternoon register at 12:35pm are legal requirements. If students attend later than 8:40am this means a substantial loss of learning and that they do not receive essential messages in Form Time.

### Absence

It is a parent's responsibility to call the school and let us know why their child is not in school on every day that the child does not attend school. If they do not call the school before the first official register at 9:30am the Pastoral or Attendance team will call to discuss the absence.

### Unavoidable Absence

Absences which are considered unavoidable may be authorised by the City of Derby Academy.

These include:

- General illness, unless a child is classed as Persistently Absent (PA).
- 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.
- Attending a religious festival or ceremony (one day) supported by a letter in advance. This is subject to approval.

### Avoidable Absence

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

- Going on holiday.
- Minor illness or looking after an ill relative.
- Looking after the house or waiting for workmen/deliveries etc.
- 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 Academy.
- Being up late the night before, including for family problems.
- Having to translate for parents.

### **Supporting families when a student does not attend or becomes Persistently Absent**

At the City of Derby Academy we work diligently to help students attend. 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)**.

Persistent absence due to illness or medical reasons may 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.

Parents should refer to the Attendance Bands on the next page to identify the different stages of action should a child's attendance fall below our expectations.

### **Holidays in Term Time**

Holidays should **not** be taken in term time and will be logged as unauthorised absence. There may sometimes be very exceptional circumstances when, following written application to the Head Teacher in advance, time off school will be authorised.

### **Avoidable Absence of 20 consecutive days**

If a child is absent for 10 or more consecutive days, parents will receive a letter after 10 days informing them that we will remove their child from roll if they continue to be absent from the Academy. After 20 days of consecutive absence we will remove the child from roll. If this happens parents will have to reapply for a place at our Academy through the admissions authority. Parents should note that if we are full in their child's year group they will have to choose another Academy to send their child to.

## Contacting the school

Parents: 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.

Address:

City of Derby Academy  
Farmhouse Road  
Sinfin  
Derby DE24 3AR  
Telephone: 01332 270450  
Email: [admin@cityofderbyacademy.org](mailto:admin@cityofderbyacademy.org)

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

Mrs Beresford – Administration Officer (Attendance) - [sberesford@cityofderbyacademy.org](mailto:sberesford@cityofderbyacademy.org)

Mr Sandor – Attendance Officer - [msandor@cityofderbyacademy.org](mailto:msandor@cityofderbyacademy.org)

Miss Kagoro - Attendance Administrator – [hkagoro@cityofderbyacademy.org](mailto:hkagoro@cityofderbyacademy.org)

Mrs Bruce – SLT Lead for Attendance – [jbruce@cityofderbyacademy.org](mailto:jbruce@cityofderbyacademy.org)

Pastoral Team:

	<b>Head of Year</b>	<b>Deputy Head of Year</b>
Year 7	Mr Bult	Mrs Woods
Year 8	Mrs Goodman	Miss Baker
Year 9	Mr Day	Mrs Kamaran
Year 10	Mrs Hardie	Mrs Richards
Year 11	Miss Wheatley	Ms Rerrie

## Reducing barriers to support good attendance.

How we can help? What can parents do to support?

<p><b>Health concerns</b></p>	<p>We can offer support through:</p> <ul style="list-style-type: none"> <li>- School nurse</li> <li>- Referrals to external agencies</li> <li>- Adapted timetables</li> <li>- SEND support</li> </ul> <p>Parents can support by:</p> <ul style="list-style-type: none"> <li>- Contacting medical professionals as appropriate</li> <li>- Keeping evidence from GPs/hospital</li> <li>- Communicating any issues/concerns with school</li> </ul>
<p><b>Travel and uniform issues</b></p>	<p>We can offer support through:</p> <ul style="list-style-type: none"> <li>- Loaning/providing equipment and uniform</li> <li>- Breakfast Club</li> <li>- After-school clubs</li> <li>- Support applying for B-line travel passes</li> </ul> <p>Parents can support by:</p> <ul style="list-style-type: none"> <li>- Communicating any issues/concerns with school</li> <li>- Ensuring their child to get buses on time</li> <li>- Ensuring their child to wear the appropriate uniform</li> </ul>
<p><b>School issues</b></p>	<p>We can offer support through:</p> <ul style="list-style-type: none"> <li>- Peer group work</li> <li>- Reparation with staff</li> <li>- Pastoral team support</li> </ul> <p>Parents can support by:</p> <ul style="list-style-type: none"> <li>- Encouraging their child to speak to staff</li> <li>- Communicating any issues/concerns with school</li> <li>- Checking Class Charts in a regular basis</li> </ul>
<p><b>Wellbeing concerns</b></p>	<p>We can offer support through our Graduated Response systems, including:</p> <ul style="list-style-type: none"> <li>- Wellbeing peer and mentor support</li> <li>- Personal development sessions</li> <li>- Website and planner page of support agencies</li> <li>- Early Help Assessment</li> </ul> <p>Parents can support by:</p> <ul style="list-style-type: none"> <li>- Visting GP or A&amp;E if concerns are serious</li> <li>- Communicating any issues/concerns with school</li> </ul>

## Working together to improve attendance

### **EXPECT**

Aspire to high standards of attendance from all students and parents, and build a culture where all students can and want to be in school and ready to learn.

### **MONITOR**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

### **LISTEN AND UNDERSTAND**

When a pattern is spotted, discuss with students and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

### **FACILITATE SUPPORT**

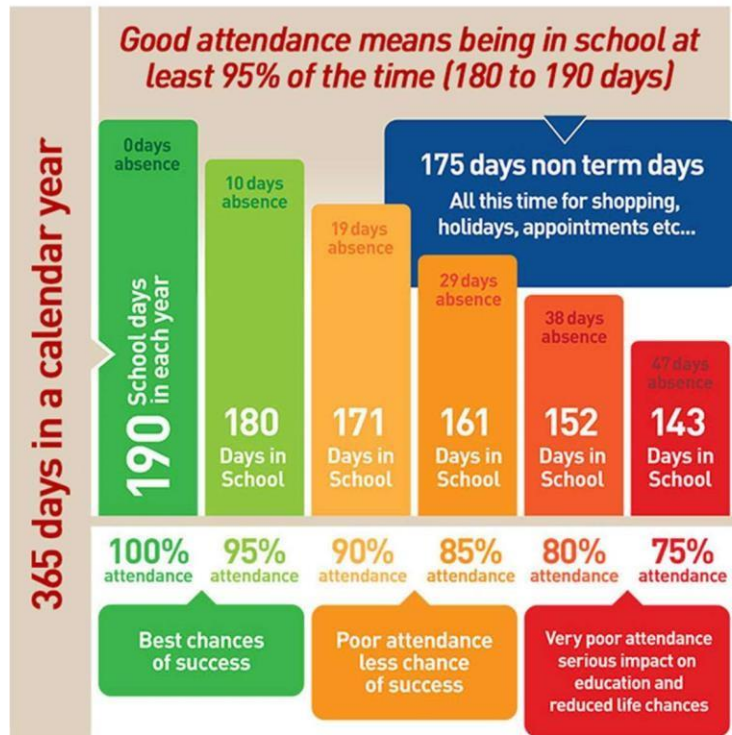
Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

### **FORMALISE SUPPORT**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

### **ENFORCE**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the child's right to an education.



**DID YOU KNOW?** A two week holiday in term time means that the highest attendance you can achieve is **94.7%**



**DID YOU KNOW?** If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?