



Attendance, punctuality and leave of absence information

A handbook for parents and carers

At Coombeshead Academy we constantly strive to look for ways to improve the education for all our students. This booklet explains:

- Attendance and punctuality expectations at the school
- What to do if you must request leave of absence
- How we support students and their parents/carers
- What to do and who to talk to if you have concerns

100% Outstanding
Above 95% Acceptable

Stage 1

Below 95% Attendance

Concern

(AO) Attendance Officer
(SSO) and Student Support
Officers will identify students

A1 letter Sent

SSO/AO will monitor

Stage 2

Further Absence

A1 letter

Medical Evidence letter

Sent if further absence
from A2 letter

Ongoing Concern

A2 Letter Sent

Meeting with SSO,
Student parents/carers to
offer supportive
intervention.

Stage 3

Below 92% Attendance

≤ 93%

At Risk

AO & SSO monitoring
attendance for signs of
improvement.

If no improvements

A3 letter sent

Stage 4

Below 90% Attendance

≤ 90%

Serious Concern

Student now in Persistent
Absence, Serious Attendance
concern A4 letter sent home.

(If student has 10 sessions or
more unauthorised absence).

A request to attend a formal
attendance meeting could be
implemented in school with a
member of the SLT.

Supportive interventions are offered at every stage and may include: tutor's help to improve attendance, celebrating success, support around any transport issues, Early help assessment and referral, Educational Psychologist intervention. CAMHS referral, referral to additional external services (Young Devon, WAVE, counselling), 1:1 Family Support Worker, Education Supervision Order.

Every day at school counts

As parents and carers you are legally responsible for ensuring your children of school age receive a suitable full time education.

The school must keep an attendance record in which students' attendance details are marked at the beginning of each morning session and during the afternoon session, of every day the school is open.

'ARRIVING 5 MINUTES LATE EVERY DAY ADDS UP TO 3 WHOLE SCHOOL DAYS EACH YEAR'

Please support Coombeshead Academy in our aim to help your children achieve their full potential by ensuring they are on time to school every day.

Parent/Carers guide to attendance

A good education is the cornerstone for future life opportunities. Missing school can leave gaps in knowledge and understanding and place your son or daughter at a disadvantage in both their educational development and potentially in their GCSE and A Level success. You can help us to help your children by encouraging regular attendance.

Going to school every day is crucial for several reasons:

- It is the best place for them to learn
- It is good preparation for further education or work
- Colleges and employers expect a history of good attendance
- To learn new skills
- To make friends and build lasting relationships
- Taking part in exciting activities
- You will know where your children are and that they are safe
- It is the Law

But what if my child is ill?

Of course, students are ill on occasions and when this is the case we readily accept that being at home is the best place to be. Children can't help being ill. As a school we want our students to be well, healthy, able to learn happily and confidently, when they are here. For guidance please visit <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

On occasion, there may be other underlying issues that your son or daughter might be facing that may mean they don't feel they want to go to school. If you are concerned about your son or daughter's attendance, please contact the school who will be able to give you advice and put you in touch with their SSO.

If your son or daughter is repeatedly unwell, as a supportive strategy, the support team may invite you into school for an informal chat to discuss the matter.

Reporting absences

It is the responsibility of parents/carers to inform the school of the:

- reason for a student's absence by **8:30am** on the day of absence and each and every subsequent day **even if consecutive days**
- The school operates a first day communication system (FDCS) so parents/carers of every absent student will be contacted by the Attendance Officer should a message not be received explaining their absence
- If we are given no reason for absence it will be marked as unauthorised. In some instances, the safeguarding team will undertake a home welfare check.

Illness

- Medical evidence may be requested where a student has been absent for three consecutive days or more due to illness OR where a student's attendance is below 95% and/or the student is regularly away from school due to illness
- Failure to provide evidence when requested may result in the absences being recorded as unauthorised.

Medical/Dental appointments

- All routine (non-emergency) appointments should be made, wherever possible, outside school hours
- Should a child need to have an in-school hours or all-day appointment during school hours, evidence of this appointment will need to be provided and the school notified in advance
- If a student needs to leave during the day for a medical appointment, they must go to reception to sign out.

AM registration (tutor time)

- Students are expected to be on site at 8.40am and in tutor by 8.45am ready for registration
- Students are marked late (L) if signing in after 8.45am
- It is vital if arriving after 8.45am, that students sign in at the Library to ensure that appropriate health and safety regulations are followed and that all students are accounted for if a student arrives after normal registration
- Students are marked U at 9.10am onwards. This is recorded as an UNAUTHORISED ABSENCE.

Informing the school of an unplanned absence

Parents can inform the school of absence in two ways;

- Call the school on 01626 210800 selecting option 2 to report an absence for all students

or

- Send a message email to attendance@coombesheadacadamy.org.uk or through the Parent App.

For every day of absence please provide students full name, year and registration group, and reason for absence.

Requests for term time absence

The Government states that every minute of every school day is vital and that pupils should only be granted authorised absences by the school in 'exceptional circumstances'.

A family holiday is not considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised by the school.

If you would like to request 'leave' to be considered for authorisation due to exceptional circumstances, complete and return an S2 form to the school.

Should you choose to take your child out of school without the authorisation of the school, then you are likely to receive a penalty notice.

Monitoring attendance - processes

Escalation Procedure	Rewards
First absence - contact with home	Weekly 100% or improved attendance reward from tutor
95% or less - A1 letter sent home	
If no improvement in attendance A2 letter sent home - Parent/Carer invited into school or meeting with SSO. <i>Early Help offered and explored with parent.</i>	Half termly 100% or improved attendance. Letter home and certificate.
92% or less - A3 letter sent home School moves toward prosecution if no improvement in attendance in agreed timescale. 90% or less - Student now in Persistent Absence (this is absence for any reason, authorised and unauthorised) A4 letter sent home - (if the student has 10 sessions or more of unauthorised absence). A request to attend a Formal Attendance meeting could be implemented in school. If there is no improvement following this meeting a referral to Devon County Council to instigate legal action could be made.	End of Year Awards for 100% attendance or most improved attendance in Assembly. Letter home and certificate.

Regular attendance means attending every day that the school is open.

When a student starts to struggle to come to school it is important that we all work together to intervene early.

When a student spends time away from school, they can quickly become isolated which makes a return to school more difficult. It is difficult to see your son or daughter unhappy but keeping them off school often doesn't deal with the root of the problem.



Pastoral Team



Helen Coulson
Head of School



Liz Pike
Attendance Officer



Alison Massey
SSO yr7



Rosie Edworthy
SSO yr 8



Beth Griffiths
SSO yr 9



Rebecca Eastleigh
SSO yr 10



Nicola Archard
SSO yr 11



Stany Lezemore
SSO P16

attendance	=	Lessons/weeks missed	Impact
100%	=	All lessons attended	Best chance of success
95%	=	47 lessons/hours missed a year	Poor attendance below 95% will impact on learning and achievement. Risk of prosecution.
90%	=	95 lessons/hours missed/ 4 weeks a year	
85%	=	142 hours/lessons/5.5 weeks missed a year.	Very poor attendance. Large impact on learning and achievement. Will be prosecuted unless genuine evidence provided.
80%	=	190 hours/lessons/8 weeks missed a year.	

The Law and School Attendance

The 1996 Education Act (s7) places a legal responsibility upon parents/carers to ensure that their child fully attends the school every day that the school is open.

This means that your child must attend school every day and on time.

The school is required to notify the Local Education Authority if a student has unauthorised absences. This means we refer a student to the Education Welfare Service to instigate Parental Responsibility Measures which could mean a Penalty Notice or further legal proceedings.

Unauthorised absences can be acquired when:

- Leave has been requested, but the school is unable to authorise the leave (and the leave is still taken anyway)
- Leave is not requested and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example - a family holiday, buying uniform)
- looking after a sibling
- A child continually arrives late after the registration period has closed
- The Head Teacher has the authority to unauthorise any absence that they feel is avoidable.

At Coombeshead Academy we are committed to ensure your son or daughter regularly attends school. We will follow our attendance policy to ensure every student receives their entitlement to a full time education.

To see a copy of the full attendance policy please visit:

<https://www.coombesheadacademy.org.uk/>

What you can do to help your son or daughter

- Make sure they come to school regularly and punctually
- If they start missing school, work with the school to put things right. Communication is very important.
- If they are going to be absent you must phone or email the school as soon as possible on the first morning of absence and on each subsequent day of absence. If you feel it is essential for your son or daughter to miss school, for example a religious festival or other special occasion, please complete an absent request form (S2) three weeks before the event.
- Please support us in our efforts to encourage good attendance.

Members of the attendance team are always happy to provide advice and guidance.

We are happy to meet with parents/carers to discuss support strategies where appropriate. We work closely with the Devon County Council Behaviour and Attendance support services.

If you have any further questions please contact
attendance@coombesheadacademy.org.uk.