ATTENDANCE MATTERS

An Information Booklet for Parents, Carers & Students



EVERY DAY COUNTS

Being in school, on time and ready to learn gives students the best chance to thrive.

COOMBESHEAD ACADEMY

Coombehead Academy

ATTENDANCE MATTERS!

BE HERE. BELONG. ACHIEVE.

Every day in school COUNTS!



BE PART OF OUR COMMUNITY.
BE PART OF SOMETHING BIGGER.

ATTENDANCE GUIDE

97%+
TARGET ATTENDANCE
Excellent foundations for success

95%+
STABLE ATTENDANCE
Students remain on track

92–94%
GAPS IN LEARNING
Gaps in learning may begin to develop

90–91%
EQUIVALENT TO AROUND 20 SCHOOL DAYS MISSED PER YEAR

BELOW 90%
PERSISTENT ABSENCE
Increased risk of falling behind

Below 90% is severely absent and will disadvantage students overtime to create habits and continued learning pathways.

WHAT YOU MISS WHEN YOU'RE ABSENT:

LESS LEARNING
Miss key lessons and important understanding.

MISSED OPPORTUNITIES
Miss out on trips, clubs, events and new experiences.

FALLING BEHIND
Gaps in knowledge make it harder to keep up.

IMPACTS YOUR FUTURE
Good attendance leads to more choices and better outcomes.

OUR VALUES SHAPE OUR COMMUNITY

READY
Be prepared.
Be on time.
Be focused.

RESPECTFUL
Respect yourself.
Respect others.
Respect our community.

SAFE
Keep yourself safe.
Keep others safe.
Keep our environment safe.

ATTEND TODAY, ACHIEVE TOMORROW.
WE ARE **COOMBEHEAD**. WE BELONG. WE SUCCEED TOGETHER.

Coombehead Academy

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OUR MESSAGE

Excellent attendance is not about perfection. It is about building consistent habits, addressing barriers early and making every school day count.

ATTENDANCE AT COOMBESHEAD ACADEMY

At Coombeshead Academy, we know that excellent attendance is a foundation for success. When students are in school every day and arrive on time, they are able to learn consistently, build positive routines and make the most of school life.

Government guidance makes clear that schools, families and local authorities share responsibility for ensuring children attend regularly and punctually. We want to work in partnership with parents and carers to remove barriers and secure the very best for our students.

90%	38	85%
attendance = about 1 day missed every fortnight	school days missed across a year at 90%	attendance = almost 6 weeks of lost learning

Attendance is about more than grades

- Learning: students keep up with lessons, assessment and key knowledge.
- Friendships: regular attendance supports belonging and positive relationships.
- Confidence: routines help students feel secure and ready to participate.
- Future opportunities: strong attendance supports progress towards GCSEs, further education, training and employment.
- Safeguarding: being in school helps trusted adults notice when a student may need support.

WE RECOGNISE BARRIERS

Some students face genuine medical, emotional or personal barriers to attendance. If this applies to your child, please talk to us early so we can understand the situation and consider appropriate support.

WHY SCHOOL MATTERS

SCHOOL IS MUCH MORE THAN LESSONS

It is where young people grow, learn, build relationships and prepare for their future.

LEARNING & PROGRESS

Being in school every day means fewer gaps in learning and more opportunities to practise, ask questions and improve.

FRIENDSHIPS & BELONGING

School is a community. Regular attendance helps students maintain friendships and feel that they belong.

CONFIDENCE & WELLBEING

Consistent routines can build confidence, independence and a positive sense of purpose.

FUTURE OPPORTUNITIES

Good attendance now helps students keep more choices open for college, university, training and employment.



THE IMPACT OF GOOD ATTENDANCE

Why attendance and punctuality matter

The source booklet highlights a clear relationship between attendance, punctuality and academic outcomes: students who attend regularly and arrive on time are more likely to achieve strong outcomes.

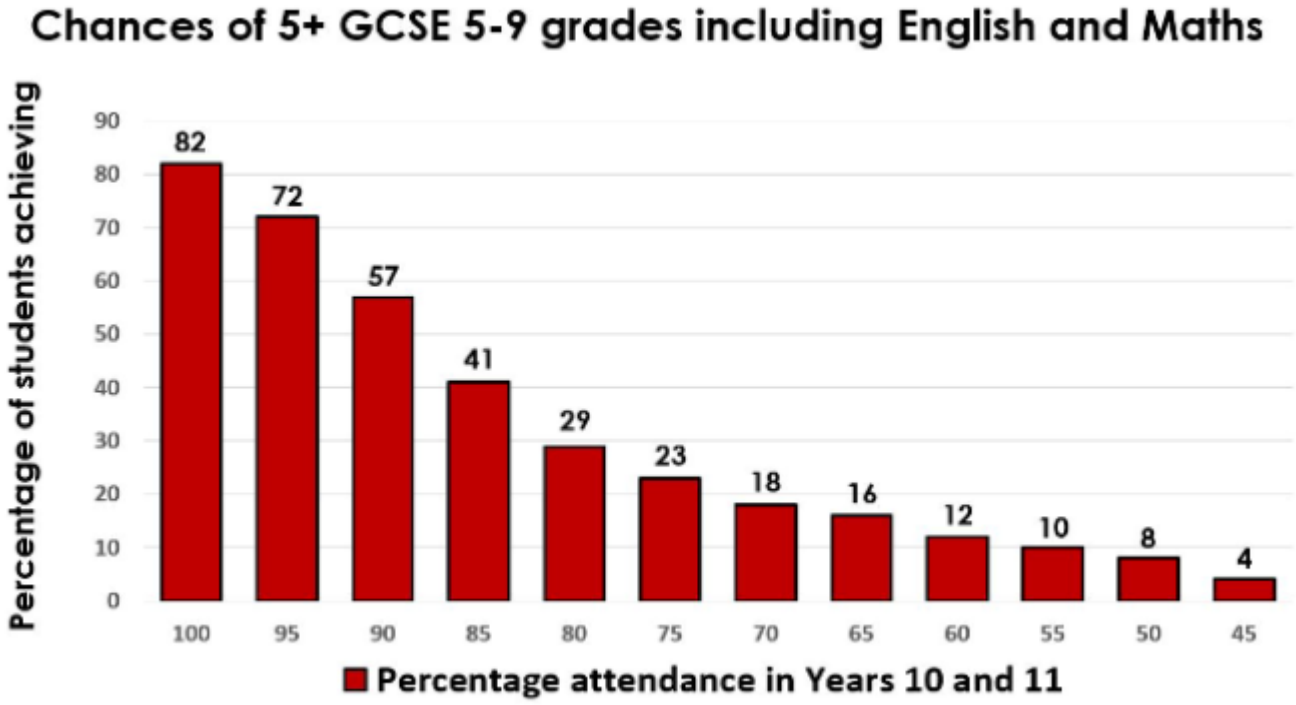
95%+	<2%	EVERY DAY
a strong attendance target to aim for	keep lateness as low as possible	adds to learning, confidence and opportunity

What the evidence in the original booklet shows

- Students with very high attendance and very little lateness were associated with the strongest grades in the source school's analysis.
- Students with lower attendance and higher lateness were associated with weaker outcomes.
- The overall message is simple: every day counts, and punctuality matters.

A useful way to think about it

Attendance is cumulative. A missed day is not only one missed day: it can mean missed explanations, practice, feedback, conversations and shared experiences that are harder to recreate later.



Coombeshead Academy

Belonging changes everything

Practical ways to help your child feel ready and able to come to school

It is a joined up approach, frequent reviews, collective accountability to help improve attendance to school.



You are not alone.
We are here to work together with you and your child.

Getting back to school: small steps, big difference

A step-by-step approach that builds confidence and reduces overwhelm

1 Understand

Start by listening to your child.

Ask:

- What feels hard about school?
- What would make it feel easier?

Validate their feelings.

2 Plan together

Co-create a plan that feels achievable.

- What is small, doable first step?
- What support would help?

3 Start small

Build up gradually from a place of success.

- Start with a short visit
- Gradually increase exposure
- Celebrate every step forward

4 Build connection

Focus on belonging and positive relationships.

- A trusted adult
- A safe space
- A familiar activity or interest

5 Increase gradually

Slowly build time, routines and challenges.

- Add a little more
- Keep checking in
- Adjust as needed

6 Celebrate success

Notice effort, not just attendance.

- Praise bravery
- Reflect together
- Build confidence for the next step

Everyday strategies that help

Practical ideas you can try at home and school

Predict and prepare
Use visual timetables, stories or social scripts.
Example: A morning checklist with pictures of what will happen.

Create predictable routines
Consistent bedtimes, mornings and after-school routines reduce anxiety.
Example: Same goodbye routine each day.

Reduce overwhelm
Break tasks into smaller parts and offer choices.
Example: "Would you like to start in the library or go straight to class?"

Build safe spaces
Identify a calm space at school or home to regulate.
Example: A quiet room, sensory box or a trusted adult to check in with.

Support transition times
Transitions are often the hardest part of the day.
Example: Use a visual countdown or listen to favourite music.

Focus on strengths and interests
Build motivation through what your child enjoys.
Example: Start with an activity they love at school.

Recommended books for parents and carers



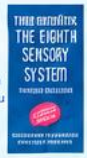
The Out-of-Sync Child
by Carol Stock Kranowitz:
The gold standard first read on Sensory Processing (SPD), Differences (SPD), Compassionate



Raising a Sensory Smart Child
by Lindsey Biel & Ananoiaiwybd, Apantiny with real-world solutions for daily challenges.



Understanding Your Child's Sensory Sigrlo
by Angie Voss
Explains 20 common sensory signals so you can understand needs behind behaviours.



Interoception: The Eighth Sensory System
by Kelly Mahler
Helps older children recognise and understand internal body signals.

Extra support when you need it

School Wellbeing Team
We are here to support you and your child.

SEND Network
EBSA and autism — practical support and strategies.
send-network.co.uk

Family Action
Practical tools and guides for families supporting children with EBSA.
family-action.org.uk

Talk to us
We can help you create a plan that works for your child.

We are here to help

If you're concerned about your child's attendance or wellbeing, please get in touch.

attendance@coombesheadacademy.org.uk
01626 201 800
www.coombesheadacademy.org.uk

Together, we can help every child belong and thrive.

TOP TIPS FOR STUDENTS

Improving your own attendance

1	**PLAN AHEAD** **Get your bag, uniform and homework ready the night before.**
2	**STICK TO ROUTINES** **Go to bed at a sensible time and set an alarm so you are rested.**
3	**TALK IF YOU ARE STRUGGLING** **Speak to your tutor, pastoral team or another trusted adult if something is making school difficult.**
4	**LOOK AFTER YOURSELF** **Eat breakfast, drink water and stay active to support concentration and wellbeing.**
5	**CELEBRATE PROGRESS** **Be proud of improvements. Every day in school adds to your learning and confidence.**
6	**THINK ABOUT THE BIGGER PICTURE** **Good attendance now can mean better results, more opportunities and a stronger start in life.**

REMEMBER

Asking for help is a strength. If there is a reason you are finding attendance difficult, tell someone who can help.

Coombeshead Academy

Kind | Inclusive | Supportive

Working together to support your child to feel better and attend school.

SUPPORTING YOUR CHILD WHEN ATTENDING SCHOOL IS DIFFICULT

We want to help and using the following guidance and links to support your child to attend school.



USEFUL SUPPORT AND RESOURCES

Devon Information, Advice and Support (DIAS)
Independent information and advice for parents of children with SEND.
www.dias.devon.gov.uk

SENDIASS
Advice, support and guidance for children and young people with SEND and their families.
www.devon.gov.uk/sendiass

Early Help
Support for families experiencing difficulties with attendance, emotional wellbeing, parenting or family circumstances.
www.devonscp.org.uk/early-help

Devon County Council Website – Attendance Advice for Parents and Carers
Advice and guidance for parents and carers about school attendance.
www.devon.gov.uk/educationandfamilies

Family Hubs
Access local services, advice and support for children, young people and families.
www.devonscp.org.uk/our-services/devon-family-hubs

USEFUL WEBSITES
- National Autistic Society – www.autism.org.uk
- Devon Information, Advice and Support (DIAS) – www.devon.gov.uk/educationandfamilies/send-local-offer
- Devon SEND Local Offer – www.devon.gov.uk/send
- Devon Family Hubs – www.devonscp.org.uk/our-services/devon-family-hubs
- Devon Safeguarding Children Partnership – www.devonscp.org.uk

STRATEGIES YOU COULD TRY AT HOME

TALK ABOUT WORRIES
Ask open questions such as: "How are you feeling?", "What are the three things worrying you most?", "What are the three best things about school?"

USE DIFFERENT WAYS TO COMMUNICATE
Some children find it easier to draw their feelings, use visual scales, write worries down or send a text or email rather than talk face-to-face.

KEEP A WORRY OR ATTENDANCE DIARY
Record difficult mornings, physical symptoms, attendance patterns and things that helped. This can help identify triggers and support planning with school.

REWARD SMALL STEPS
Celebrate progress such as putting on uniform, getting into the car, attending registration, staying for one lesson or completing a full day. Focus on effort rather than perfection.

MAINTAIN PREDICTABLE ROUTINES
Consistent bedtimes, regular wake-up times, structured evenings, visual timetables and clear expectations can reduce anxiety and increase feelings of safety.

FOCUS ON STRENGTHS AND POSITIVES
Help your child identify favourite subjects, trusted adults, friends, clubs and activities, and future aspirations. Encourage them to think about what they enjoy at school.

WORK IN PARTNERSHIP WITH SCHOOL
Contact school early if concerns arise. Consistent messages between home and school help children feel secure and supported. Plans are most successful when families and schools work together.

SUPPORT EMOTIONAL REGULATION
Try exercise and movement, breathing exercises, calm spaces, grounding activities, stress thermometers and traffic light emotion scales. These strategies can help children manage anxiety and feel more in control.

WHO CAN I CONTACT AT SCHOOL?

FORM TUTOR
Your first point of contact for day-to-day support.

HEAD OF YEAR
Pastoral support for you and your child.

SEND TEAM
Support for students with additional needs.

STUDENT SUPPORT OFFICER
Emotional wellbeing and pastoral guidance.

SAFEGUARDING TEAM
Support and advice to keep your child safe.

If you are worried about your child, please speak to us as soon as possible.

KIND
Listen, reassure and celebrate progress.

INCLUSIVE
Work together with your child and school.

SUPPORTIVE
Provide practical, emotional and educational support.

Working together to support every child to feel safe, confident and successful at school.

IMPORTANT INFORMATION FOR PARENTS

Regular attendance matters

The source booklet encourages families to aim for high attendance because regular attendance is strongly linked with learning and progress. Coombeshead Academy should use its own published attendance policy for the exact thresholds, legal processes and local procedures that apply.

Absence and communication

- If your child is absent, follow the Academy's absence-reporting procedure each day.
- If there is an ongoing medical, emotional or family issue affecting attendance, let the Academy know as soon as possible.
- Provide relevant evidence or documentation where it is requested and appropriate.
- If you are unsure whether an absence can be authorised, contact the Academy before making arrangements.

Medical/ Dental appointments

Where a student has an unavoidable medical or dental appointment in the school day. We would expect them on site beforehand and to return after the appointment. To make the most of learning opportunities.

Term-time holidays

Families should plan holidays and other travel around published school term dates. Unauthorised term-time absence may lead to further action in line with current government guidance and the Academy's attendance policy.

Penalty notices

Families should refer to the current Coombeshead Academy attendance policy and the latest government guidance for the exact thresholds that apply.

Home Visits

A school home visit may be carried out to check on a pupil's welfare, understand any barriers to attendance, and work with the family to support the child's regular attendance at school.

KEEP US INFORMED

If something is affecting attendance, tell us. We would rather work with you early than allow attendance to decline without support.

Key Contacts

Collette Luscombe- Year 7 Student Support Officer	**Collette.Luscombe@coombesheadacademy.org.uk**
Beth Griffiths- Year 8 Student Support Officer	**Bethan.Griffiths@coombesheadacademy.org.uk**
Kim Routledge- Year 9 Student support Officer	**Kimberley.Routledge@coombesheadacademy.org.uk**
Natalie Mcfarlane- Year 10 Student Support Officer	**Natalie.Macfarlane@coombesheadacademy.org.uk**
Ali Massey- Year 11 Student Support Officer	**Alison.Massey@coombesheadacademy.org.uk**
Nicola Archard- Attendance Lead	**Nicola.Archard@coombesheadacademy.org.uk**

Coombeshead Academy

KIND • INCLUSIVE • COMPREHENSIVE • COMMITTED TO THE BEST



ATTENDANCE SUPPORT FOR PARENTS

When attendance becomes difficult, support is available

We're here to help

Every child deserves to feel safe, supported and successful in education.

If your child is struggling to attend school because of anxiety, emotional wellbeing, SEND needs, health concerns or family circumstances, there are a range of organisations that can help.

Speak to:

- Tutor
- Year Team Leader
- Student Support Officer
- Attendance Team

1. SCHOOL ATTENDANCE & SEND SUPPORT

Devon Information Advice and Support (DIAS)
Independent SEND advice and guidance for families. Including support for SEND concerns, EHCP advice, school attendance difficulties and Emotionally Based School Non-Attendance (EBSA/EBSNA).
www.devonias.org.uk

ADHD UK – Right to Choose
Information about ADHD assessments and NHS Right to Choose pathways.
www.adhduk.co.uk/right-to-choose

2. MENTAL HEALTH & EMOTIONAL WELLBEING

Kooth
Free, confidential online mental health support for young people.
www.kooth.com

Young Minds
Advice for parents supporting children with anxiety, wellbeing and mental health.
www.youngminds.org.uk

Health for Teens – Devon
Information about emotional wellbeing, stress, relationships and healthy lifestyles.
www.healthforteens.co.uk/devon

NHS – Talk to Your Teenager
Advice for starting conversations and supporting young people through challenges.
www.nhs.uk

3. COMMUNITY & YOUTH SUPPORT

SPACE Youth Services
Professional youth work, mentoring and community support for young people.
www.spacepsm.org

Young Devon
Helping young people build confidence, resilience and independence.
www.youngdevon.org

YMCA Exeter
Support and advice for young people and families.
www.ymcaexeter.org.uk/help-and-advice

Sidekick
A confidential text service for young carers.
sidekick.actionforchildren.org.uk

4. FAMILY & PARENT SUPPORT

The Solihull Approach
Free parenting courses and guidance from birth to adulthood.
Access Code: TAMAR
www.inourplace.co.uk

Dad's House
Support and information for fathers following separation or bereavement.
www.dadshouse.org.uk

Citizens Advice
Independent advice on finances, benefits, housing and family matters.
www.citizensadvice.org.uk

5. HEALTH & WELLBEING

GOSH – Eczema Support
Information on symptoms, treatment and support.
www.gosh.nhs.uk

Barnardos
Support for children, young people and families.
www.barnardos.org.uk

HOW COOMBESHEAD CAN HELP

- Attendance Support Plans
- Graduated Reintegration Programmes
- Emotional Wellbeing Support
- SEND & Inclusion Support
- Early Help Referrals
- Family Meetings & Multi-Agency Support
- Pastoral Support

You are not alone

NEED HELP?

Email: **attendance@coombesheadacademy.org.uk**

Please get in touch early – the sooner we work together, the better we can support your child.

KIND
We are caring, compassionate and respectful.

INCLUSIVE
We value each other, celebrate diversity and promote equality.

COMPREHENSIVE
We provide a rich, broad curriculum for all.

COMMITTED TO THE BEST
We aim high and support everyone to achieve their potential.

ATTENDANCE THRESHOLDS & ACTIONS

Our attendance Pathways

ATTENDANCE	LEVEL	TYPICAL RESPONSE
95–100%	**Excellent — keep it up!**	Celebrate consistency and encourage students to maintain strong routines.
90–94%	**Emerging concern**	Talk with the students about barriers and provide early, light-touch support at home. Attendance pathway begins
Below 90%	**Persistent absence risk**	Contact home, identify barriers and agree an attendance support plan. Meeting set up with Student Support Officer.
Below 80%	**Significant concern**	Increase support, appropriate support from attendance lead.
Below 75%	**Serious concern**	Intensive support, formal communication and possible multi-agency involvement.
Below 50%	**Educational neglect threshold**	Requires urgent, coordinated action; follow current local policy and safeguarding procedures.

THE AIM

Thresholds are not simply numbers. They are prompts to notice, communicate, understand barriers and support improvement.

Coombeshead Academy

Positive choices.
Improving opportunities.
Success through attendance.

THE IMPORTANCE OF ATTENDANCE

Be present. Be prepared. Be your best.

Attending school plays a vital role in your academic success, overall well-being, and broader growth. School not only provides a safe environment for your development but also enhances your social and academic skills. Consistent attendance at school is strongly encouraged throughout your academic journey to maximise your potential in achieving the best GCSE and A Level results possible.

Studies indicate that a higher percentage of missed sessions leads to lower attainment levels by the end of your school years. Therefore, even occasional absences can accumulate and significantly impact your academic performance.

Each week, you will discuss your attendance percentage with your tutor, recording both your weekly and overall percentages. This process will provide you with a clear visual depiction of your school attendance.

Why it matters

Better learning
Each lesson builds your knowledge and confidence.

More opportunities
Strong attendance opens doors to success.

Build your future
Good habits today lead to a brighter tomorrow.

Good Attendance Means...

...being in school at least 97% of the time. This means 6 days off!

There are 175 non school days a year.

All this time for appointments, holidays and shopping.



100% Attendance	97% Attendance	90% Attendance	85% Attendance	80% Attendance	75% Attendance
Best chance of success 'Well done!'		Poor attendance – less chance of success 'We are worried'		Very poor attendance – serious impact on education and reduces life chances 'We are seriously concerned'	

Remember:

- Every lesson counts.
- Every day counts.
- Your future counts.

Attendance is a choice you make. Success is the result you achieve.

ATTENDANCE OPENS DOORS TO A BRIGHTER FUTURE

BELONGING
Being in school helps you feel part of our community and valued for who you are.

ACADEMIC SUCCESS
Regular attendance helps you stay on track, make progress and achieve your best in all subjects.

WIDER OPPORTUNITIES
Good attendance opens the door to trips, clubs, leadership roles and exciting experiences.

SCHOOL SUCCESS
Strong attendance builds a positive learning culture and contributes to our school's achievements.

DEVELOPING RELATIONSHIPS
Being present helps you build friendships, connect with staff and develop important life skills.

BE PRESENT. BE PROUD. ACHIEVE TOGETHER.
Positive choices today. **Success** tomorrow.

You've got this!

A SIMPLE ATTENDANCE SUPPORT PLAN

Use this page as a conversation starter between home, student and school.

What is going well?	_____
What is making attendance difficult?	_____
What patterns are we noticing?	_____
One change we will try this week:	_____
Who will support the student?	_____
When will we review progress?	_____
What will success look like?	_____

Possible practical strategies

- Prepare uniform, equipment and bag the night before.
- Set a consistent bedtime and morning alarm.
- Plan a reliable journey to school and allow extra time for delays.
- Identify a trusted adult the student can check in with on arrival.
- Agree how the student can ask for help if they feel anxious or overwhelmed.
- Review progress regularly and celebrate small improvements.

PUNCTUALITY MATTERS

Arriving on time protects learning. A few minutes late each day can add up to a significant amount of lost learning over a school year.

5 MINUTES LATE	**≈ 3 days of school lost**
10 MINUTES LATE	**≈ 6.5 days lost**
15 MINUTES LATE	**≈ 10 days lost**
20 MINUTES LATE	**≈ 13 days lost**
30 MINUTES LATE	**≈ 19 days lost**

EVERY MINUTE MATTERS

The figures are a simple illustration of how lost minutes accumulate. The original source booklet uses the same message: lost minutes = lost learning.

Make mornings easier

- Pack the bag the night before.
- Put uniform and shoes ready.
- Set an alarm with enough time to get ready without rushing.
- Build in travel time for traffic, buses and other delays.

OUR COOMBESHEAD COMMUNITY



Being in school means being part of something

Attendance is about more than a percentage. It is about being present for lessons, friendships, enrichment, sport, pastoral support, celebrations and the everyday moments that make up school life.

LEARN

Be present for explanations, practice, feedback and challenge.

BELONG

Build relationships and feel part of the Coombeshead community.

GROW

Develop confidence, independence and positive habits.

ACHIEVE

Keep learning on track and protect future opportunities.

OUR SHARED RESPONSIBILITY

Students, families and school all have a part to play. We will listen, communicate and support improvement.

QUICK REFERENCE

ATTENDANCE: QUICK REFERENCE

EVERY DAY	ON TIME	SPEAK UP
counts	matters	early

For parents & carers

- Build reliable routines.
- Avoid unnecessary term-time absence.
- Report absence through the Academy's current process.
- Tell us early about medical, emotional or family barriers.
- Work with school on practical solutions.

For students

- Prepare the night before.
- Get enough sleep.
- Arrive ready and on time.
- Speak to a trusted adult if something is making school difficult.
- Be proud of improvements.

The key message

GOOD ATTENDANCE = MORE LEARNING + MORE CONFIDENCE + MORE OPPORTUNITIES

WE ARE HERE TO HELP



ATTENDANCE CONTACT

attendance@coombesheadacademy.org.uk
01626 201 800

Every day. Every lesson. Every opportunity.