



Noel-Baker Academy
A L.E.A.D. Academy

LEADING STUDENTS
TO A BRIGHT FUTURE


SCIENTIA POTENTIA EST

Attendance & Punctuality

Policy Key Points 2022/23

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Expectations

It is our expectation that every child who attends Noel- Baker Academy achieves 100% attendance and is punctual to school every day.

Good attendance is crucial to the future educational success of your child. If your child achieves this, they will have full access to a knowledge rich curriculum, the opportunity to engage positively with the academy and be able to enjoy a feeling of belonging to their community.

Parents/ carers are legally responsible for making sure that their child attends school every day. We expect you to discuss reasons for poor attendance or punctuality with us so we are able to support you and your child at the earliest opportunity.



Top facts about attendance

1. Poor attendance can influence whether your child can read proficiently by the time they reach Key stage 4.
2. Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school.
3. When students improve their attendance rates, they improve their academic prospects and life chances.
4. Research shows that if your child achieves at least 5 GCSE grades, including English and maths, it will add £80,000 to a student's earnings over their lifetime. A further £60,000 is added to their wages if they go on to achieve at least 2 A levels, highlighting the economic value of the increased knowledge, confidence and employability that arises from success in school.

What can you do to support your child achieve excellent attendance and punctuality?

1. Make sure that your child has packed their school bag the night before;
2. Make sure that their uniform is ready- especially after holidays or the weekend;
3. Make sure there is a regular bed-time routine to encourage plenty of sleep- avoid over use of mobile phones before bed- time;
4. Have an alarm clock for the family to get up- allowing time for breakfast and shower etc;
5. Have a daily checklist to support your child- bus fare, PE kit etc. This can be placed on a fridge where it can be seen clearly;
6. Support your child to leave promptly with enough time to get to school on time;
7. Talk to your child about what they did at school when they get home;
8. If your child has anything that is worrying or upsetting them, inform school immediately. We can support.

If your child is too unwell to attend school please:

- Contact the school before 8.30am each day your child is ill by telephoning 01332 572026 option 2;
- Explain the nature of the illness;
- Inform us if you have made an appointment to see a doctor;
- Let us know when you expect your child back at school;
- If we do not hear from you by 10am on each day of absence, we will contact you via text, email or phone. Please make sure you contact details are up to date;
- Your child will receive an unauthorised absence mark until we have either received an email, letter or text- it must be written evidence;
- We will always ask for evidence of medical appointments. This can be in the form of a letter, appointment card or photo of a text message.

Medical/Dental/Optician Appointments:

Parents/ carers are advised where possible to make medical/ dental/ opticians appointments outside of the school day.

Where this is not possible, your child should attend school for the rest of day. It would not be expected or authorised if a whole school day is missed for an appointment, unless specified in appropriate evidence.

After any scheduled appointment during the school day, parents/ carers would be expected to show the appointment card/ letter as confirmation on their child's return.

What if I need a leave of absence/holiday?

Time away from school will not be authorised. If there are exceptional circumstances that you feel you have no option but to take your child out of school, you must complete the 'leave of absence' form which can be found on our website and return to school.

It is your legal responsibility to ensure that your child attends school every day and on time.

If you remove your child for an unauthorised leave of absence and you do not engage with us, you will be at risk of a penalty notice fine.

If you were to take your child out of school for 2 weeks every year in secondary school your child will have missed 10 weeks' worth of education by the time they sit their GCSEs (assuming they have not had a single day off for illness). If your child misses 10 weeks of school it will be impossible to make the time up which will adversely affect their life chances.

Fast Facts About Holidays

95% ↓

If you take a two week holiday in term time your child's attendance will be less than 95% for the academic year.

#noholidaysintertime



What happens if my child is regularly absent from school?

If your child's attendance begins to drop one of the Academy's Education Welfare Officers will contact you to discuss further action:

This will consist of:

- A discussion on the phone with an EWO to discuss the absence and find out more information as to why your child is absent and to see what support can be offered;
- Letters home;
- Improvement targets will be set;
- Meetings with either an EWO, Pastoral Lead or Senior Member of Staff;
- Fixed Penalty Notices;
- Risk of prosecution.

What happens if my child is regularly late to school?

If your child is late to school, they will need to arrive at main school reception and will be taken by a member of the On-Call team to sign in at the attendance window (ground floor Yellow/ Green), where they will receive a late detention card.

As a consequence of being late without a valid reason, your child will be expected to attend a 1 hour detention after school in the assigned year bubble behaviour room (or the following morning if your child is in year 9 or 10). Any student who fails to attend their detention will receive further sanctions which will include one day in internal isolation.

If your child is persistently late to school, you will be invited to attend a meeting with either a EWO or Pastoral Lead to discuss this further and see what support can be offered.

If your child arrives to school after the registers have officially closed, not only will they receive a detention, their attendance mark will be an unauthorised absence, which ultimately could lead to a fixed penalty notice or prosecution.



Risk of Prosecution

If your child has a continued poor attendance record, you may be at risk of a penalty notice fine or a referral being submitted to the Local Authority for prosecution.

Penalty notices incur a fine of £120 per child, per parent, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay this fine may result in being summoned to appear in the Magistrates Court.

Prosecution can lead to higher fines of up to £2,000, parenting orders and, in some cases, prison sentences.



Community Resources

Services Parents can access:

Social Care Support

To self-refer call [01332 641172](tel:01332641172) or for support that isn't required immediately use the online referral form

myaccount.derby.gov.uk/en/service/report_concerns_about_a_child

Children First Derby

Volunteer support within the home covering family breakdown, abuse, bereavement, illness, and social isolation and child behaviour issues.

www.childrenfirstderby.co.uk

Action For Children

Build Sound minds. Support for mental and emotional wellbeing.

www.minds.actionforchildren.org.uk

Parents Action For Children

Online parenting support

www.parents.actionforchildren.org.uk

Not Fine In School

Charity for school refusal and non-attendance

www.notfineinschool.org.uk

Build Sound Minds Derby and Derbyshire

Accept referrals from parents or professionals
services.actionforchildren.org.uk/derbyshire/build-sound-minds/

Young Minds

Parent support guides on school refusal and other emotional wellbeing topics

youngminds.org.uk/find-help/for-parents/parents-guide-to-support-a-z/parents-guide-to-support-school-anxiety-and-refusal/

Enthusiasm

Provide mentors for a range of subjects including gang participation, parenting courses, transition to secondary school

www.enthusiasm.org.uk/about-us/derby

CAMHS

www.derbyshirehealthcareft.nhs.uk/services/childres-mental-health-services-camhs-derby-and-southern-derbyshire

Autism.org

Autism charity

www.autism.org.uk

Umbrella

Support for disabled children, young people and their families www.umbrella.uk.net

Papyrus

Support for young people who might be having thoughts of suicide; www.papyrus-uk.org or call Hopeline UK on [0800 068 4141](tel:08000684141)

Safe and Sound

Support for young people at risk or experiencing exploitation www.safeandsoundgroup.org.uk

Derby Kids Camp

Providing free holidays for disadvantaged children in the local area www.derbykidscamp.co.uk

Support for young carers

www.childrenssociety.org.uk/youngcarer/home
www.carersuk.org/help-and-advice/practical-support/getting-care-and-support/young-carers-and-carers-of-children-under-18?gclid=EAlaIqobChMI1L_2mYvk6gIVyvtCh1ZuAgJEAAyAAEgJUyvd_BwE

Derbyshire Police

Contact 101 or in an emergency call 999





Support provided by school:

Mrs C Pedlar- Assistant Head teacher for Attendance and Student Support

Miss Z Mills – Education Welfare Officer

Miss S Heath – Education Welfare Officer

Miss C Sargent – Associate Assistant Headteacher for MHWB

Miss R Flude – Child Protection Officer/ Safeguarding

Mrs O Pett – Child Protection Officer/ Safeguarding

Miss L Southern – Behaviour Intervention Manager

Mrs S Clarke – Head of House LEAD

Mr S Fox – Head of House EMPOWER

Miss J Bhogal– Head of House ACHIEVE

Mrs C Hooley – Head of House DRIVE

Early Help Assessment completed by school

SPOA (Single Point of Access) mainly external agency support

EHCP (Early Help Care Plan) funding for the school due to additional support

Priority Families Derby

Support for the entire family covering a range of reasons such as crime, anti-social behaviour, non-school attendance, domestic violence.

Referral needed by a professional

www.derby.gov.uk/health-and-social-care/children-and-family-care/priority-families/