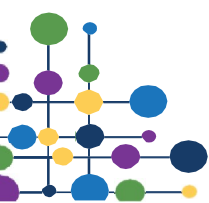
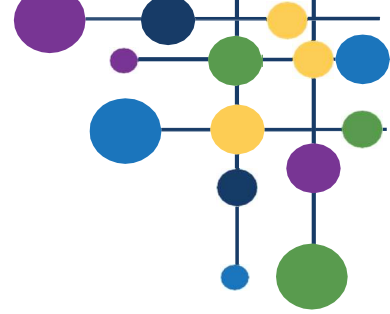


# ATTENDANCE POLICY & PROCEDURE

MAT Version	3
Name of policy writer	Helen Stubbins
Date written	6 <sup>th</sup> July 2023
Last updated	13 <sup>th</sup> December 2023
Amendments	6 <sup>th</sup> July 2023
Approved by Directors	12 <sup>th</sup> February 2023
Approved by Local Governing Body	N/A





# SHARE MAT Policy for ATTENDANCE

## Guiding principles

Parent/carers and staff share the responsibility in ensuring that student attendance at SHARE MAT academies is maximised, and that the rates of unauthorised and unexplained absence are kept to a minimum. Every child has a right to access education and attendance plays a vital role in ensuring the positive outcomes possible are ensured for all.

All SHARE MAT academies will ensure encouragement and rewarding of good attendance. At Thornhill Community Academy, A Share Academy, attendance is rewarded throughout the year to help encourage students to maintain and improve attendance as the academic year progresses. Academies within SHARE MAT will recognise external factors which influence attendance and ensure they work in partnership with parent/carer along with other relevant services to deal with any issues. All academies will take a proactive approach in promoting good attendance through setting clear expectations with students and parent/carers whilst providing effective and efficient systems for monitoring attendance in line with legal requirements.

Specific responsibilities and procedures may differ in each academy in the SHARE MAT; these procedures are available on request from the individual academy.

SHARE MAT academies attendance is subject to various education laws and this academy's attendance policy is written to reflect these laws and the guidance produced by the Department for Education. SHARE MAT Academies will fulfil their local and national responsibilities as laid out in the following documents:

- The most recent version of Working Together to Safeguard Children (DfE)
- The most recent version of Keeping Children Safe in Education (KCSIE-2023)
- Statutory guidance for schools and colleges (DfE Sept 2023)
- The most recent version of School Attendance (DfE)
- Working together to improve school attendance (DfE)
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- Mental health issues affecting a pupil's attendance: guidance for schools

This attendance policy is also consistent with the following academy policies:

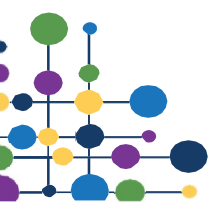
- Admissions
- Anti-bullying
- Child protection
- Suspension
- Safeguarding
- SEN
- Teaching and learning
- Behaviour and rewards

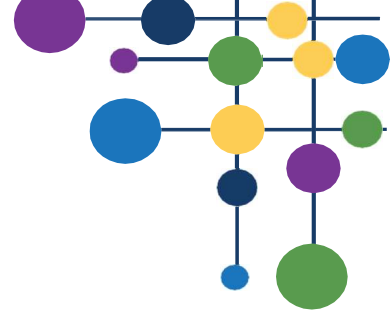
The level of attendance and punctuality expected from all pupils is included in our academies Home School Agreement, which parent/carers must sign following their child's admission to the academy.

It is very important, therefore, that parent/carers make sure their child attends regularly and this policy sets out how together we will achieve this. This policy will be annually publicised in writing for all staff, parent/carers and pupils via the academy website.

The Department for Education guidance states that schools should:

- Promote good attendance and reduce absence, including persistent absence





- Ensure every child has access to full-time education
- Act early to address patterns of absence
  - Parent/carers must perform their legal duty by ensuring children of compulsory school age, who are registered at school, attend regularly.
  - All pupils must be punctual to their lessons.

## Statement of intent

We aim for an environment which enables and encourages all members of the community to aspire for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and every student should be, on time, every day the academy is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all pupils feel valued and welcome. Parent/carers and students play a part in making our academy so successful. Every child has a right to access the education to which they are entitled. Parent/carers and teachers share the responsibility for supporting and promoting excellent academy attendance and punctuality for all.

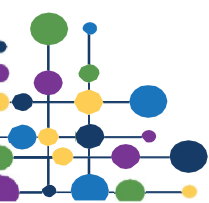
It is our duty to strive consistently to achieve a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

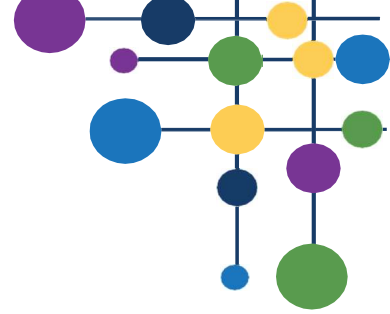
The routines children develop around attendance and punctuality at Thornhill Community Academy are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

## Why regular attendance is important

### Learning and Achievement

- As a parent/carer you want the best for your child. Having a good education is an important factor in opening up more opportunities in adult life.
- A child who is absent one day of school per week misses an equivalent of two years of their school life.
- 90% of young people with absence rates below 85% fail to achieve five or more good grades at GCSE and around one third achieve no GCSEs at all.
- Poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable.
- Poor school attendance is closely associated with crime - a quarter of school age offenders have truanted repeatedly.
- At least 1 million children take at least one half day off a year without permission.
- 7.5 million school days are missed each year through unauthorised absence.
- Absence at any stage of your child's education leads to gaps in their learning. This in turn can;
  - mean that they fall behind in work
  - affect their motivation
  - affect their enjoyment of learning
  - lead to poor behaviour
  - affect their desire to attend academy regularly
  - affect their confidence in academy
  - mean they miss out on the social life of school and extra-curricular opportunities and experiences
  - affect their ability to have or keep friendships.





- There is a clearly documented link between high attendance and high achievement.
- Of students who miss more than 50% of school, only 3% manage to achieve 5 good passes including English and Maths.
- Of students who miss between 10% and 20% of school, only 35% manage to achieve 5 good passes including English and Maths.
- Of students who miss less than 5% of school, 73% achieve 5 good passes including English and Maths.
- Statistics show a direct link between under-achievement and attendance below 95%
- Regular attenders make better progress, both socially and academically.
- Regular attenders find academy routines, academy work and friendships easier to cope with
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between primary academy, secondary academy, and higher education, employment or training.

### The Law relating to attendance

Section 7 of the Education Act 1996 states that 'the parent/carer of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

- (a) to age, ability and aptitude and
- (b) to any special educational needs he/ she may have either by regular attendance at academy or otherwise.'

### Safeguarding

Children who do not attend school regularly are at risk of a safeguarding concern. School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. Safeguarding the interests of each student is everyone's responsibility and within the context of this academy, promoting the welfare and life opportunities for your child encompasses: -

- Attendance
- Behaviour Management
- Health and Safety Access to the Curriculum Anti- bullying
- Mental health issues affecting a pupil's attendance: guidance for schools

Failing to attend Thornhill Community Academy regularly will be considered a safeguarding matter.

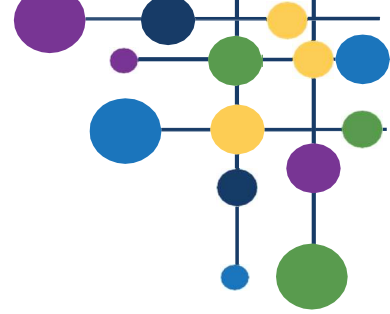
In the first instance staff will attempt to contact parent/carers/carers by telephone or text message. If staff are unable to determine the student's whereabouts, then it may be necessary for attendance staff to do an unannounced home visit.

If staff are still unable to determine the student's whereabouts and believe there is a risk to the child's safety or wellbeing, then the police will be contacted.

It is vital that parent/carers keep academy up to date with contact details – phone numbers, address, email address and additional people to contact – to ensure staff can speak to parent/carers in this situation. Each academy will keep at least two contacts on record for each student and attempt to contact both should a child be absent.

If a student has been absent for a significant period of time and the academy has been unable to contact parent/carers then the child will be considered a Child Absent from Education. The relevant local authority will be contacted and will undertake their own investigation to determine whether the child is on holiday, away from home or has left the area.





If a student has been absent for 20 academy days or more, abroad, or on any unagreed leave of absence or if the academy is unable to determine their whereabouts or believes they are away from home, then they will be removed from roll and lose their place at the academy.

If parent/carers inform the academy they are taking their child abroad during term time (see term time holidays and leave of absence section for more details) the academy may ask for proof of travel for safeguarding purposes.

### **The Law relating to safeguarding**

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

### **Promoting regular attendance**

The foundation for good attendance is a strong partnership between the academy, parent/carers and the child. The Home School Agreement will contain details of how we will work with parent/carers and our expectations of what parent/carers will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Give you details on attendance in our regular home – academy communications;
- Report to you at least half-termly on how your child is performing in academy, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.

### **Responsibilities of the attendance leader**

A member of the senior leadership team will oversee, direct and co-ordinate the academy's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the academy.

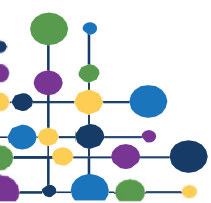
### **Responsibilities of the attendance manager/officer**

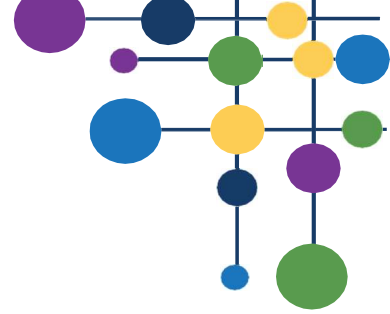
Parent/carers are expected to contact academy at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the academy may refer the child to the attendance officer. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, the attendance officer can use sanctions such as penalty notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at academy are available from the academy or Kirklees Council.

### **Responsibilities of classroom and pastoral staff**

- Ensure that all students are registered accurately.
- Promote and reward good attendance with students at all appropriate opportunities.
- Liaise with the attendance leader on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in academy.

### **Responsibilities of students**





- Attend every day unless they are too ill or have an authorised absence.
- Arrive in academy on time.
- Go to all their lessons and tutor times on time.
  - Take responsibility for registering at the attendance office if they are late or are leaving the academy site during academy hours.
- Under no circumstances will students leave academy site without permission.

## Responsibilities of parent/carers

Ensuring your child's regular attendance at academy is a parent/carer/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parent/carers will:

- Inform the school on the first day and each subsequent day of absence that their son/daughter will not be attending by 8.15am.
- Discuss with the attendance office any planned absences **at least 4 weeks in advance**.
- Support the academy with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by telephone, text or academy app on the first and every subsequent day of absence.
- Avoid taking their child out of academy for non-urgent medical or dental appointments.
- Only request leave of absence if it is for an 'exceptional' circumstance.
- If a student will be absent due to medical appointment, parent/carers/carers should inform academy by providing an appointment letter so a copy can be taken for the student's record. Parent/carers/carers can also write a note in the student's planner or contact the key contact at academy. Although SHARE MAT academies understand that appointments are important, it is requested that these are sought outside of academy time wherever possible as they are still classed as an absence. Wherever possible, students should attend academy before and after appointments as it is not normal procedure to authorise a full day of absence for such appointments. Headteachers reserve the right to receive a letter, appointment card or other written confirmation, such as a medical appointment card, prior to authorising absence.

## Understanding types of absence

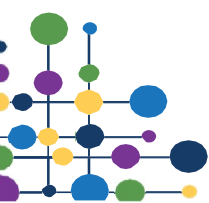
Every half-day absence from Thornhill Community Academy has to be classified by the academy (not by the parent/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

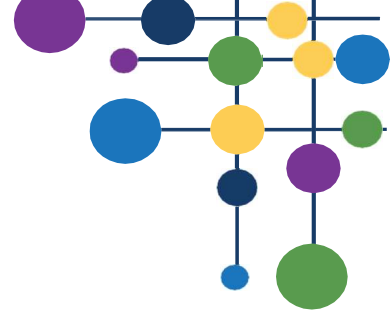
Unauthorised absences are those which the academy does not consider reasonable and for which no 'leave' has been given. This includes:

- Parent/carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Waiting in for deliveries or tradesmen.
- Parent/carers own appointments.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parent/carers and the child.

If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.





An academy can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parent/carers. An example of this would be where a parent/carer states a child is unwell but on return to school there is evidence they have been on holiday.

## Lateness

Poor punctuality is not acceptable. If students miss the start of the day, they can miss work and vital information and news for the day. Late arrival students also disrupt lessons, it can be embarrassing for the child and can also encourage absence.

## How we manage lateness

The doors open at 08:00am and we expect all students to be in class for the start of the day at 8:30am. Registers are marked by teachers, and students arriving after this time will receive a late mark.

Students with a persistent late record will be asked to meet with their Head of Year and/or attendance officer to resolve the problem, parent and students are encouraged to approach us at any time if there is an issue with students arriving to school on time.

It is important to be on time at the start of the morning and afternoon school sessions and to all lessons. The start of school/lessons is used to give out instructions or organise work. All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

It is better to be late to school than to not arrive at all. However, we always encourage punctuality. Not only is it a good habit to learn from an early age, it will help them when they come to have a job later in life, but being on time is also important for a child because –

- It helps them settle into the school day well, with everybody else.
- It helps them make and keep friends.
- It improves self-confidence.
- Class teachers often include learning sessions during registration.

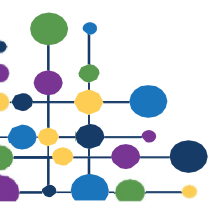
In fact, by regularly arriving late, students can miss a great deal of lesson time:

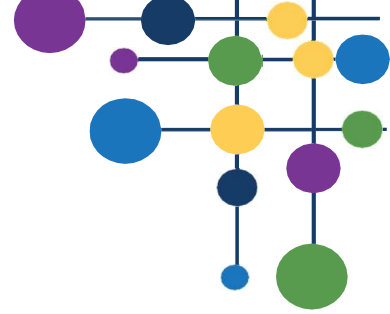
- Arriving 5 minutes late every day adds up to 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for nearly 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 18 days a year.
- It can be embarrassing.
- It can damage a child's confidence.
- It may lead to children being confused and missing vital instructions, information and bits of news at the start of the day.
- It disrupts everyone else's learning.

## Absence Procedures

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required. If your child is absent, you must:

- Contact us as soon as possible on each day of absence, certainly no later than 08:00am
- Or, you can phone the Attendance Office on 01924 324890
- Medical evidence is requested for all medical appointments, please provide one of the following:
- Appointment card. 2) Appointment letter. 3) Prescription. 4) Labelled and dated medicine bottle/packet. 5) Doctor's note/letter.





If your child is absent, we will:

- Send an absence text to your child's first contact as soon as your child is marked absent on the class register and no reason for absence has been reported to school. If no response is received to this initial text, a second text will be sent requesting that you contact us immediately with a reason for your child's absence. If we do not receive a response to this second text, we will ring all the contacts we have on file for your child until we are able to ascertain a reason for absence. If we are unable to contact anyone, we will alert the headteacher and designated safeguarding lead who will decide whether a home visit or other agency involvement is required.
- Visit your home address if there are safeguarding concerns
- Invite you in to discuss the situation with our attendance officer, senior leadership and/or pastoral leaders, if absences persist;
- Refer the matter to the attendance officer if attendance moves below 90%;

In cases of minor illness or ailment (cold, headache, period pains etc.), schools expect the student to attend. If parent/carers feel unsure about a student's ability to attend, they should be sent with a note in their planner to show to relevant staff within the academy. Staff with responsibility for assessing whether a student is well enough to be in school will see students if they become unwell during the day, and if they are unfit to stay in school, a member of staff will contact parent/carers to collect them. Students will not be allowed to go home unless they have made contact with a parent/carer or other person listed as a contact on the student's record.

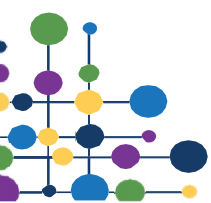
Students should not, under any circumstance, contact parent/carers or others to say they wish to go home. If this is the case parent/carers are advised to contact the academy to check that medical advice has been sought.

### Telephone numbers

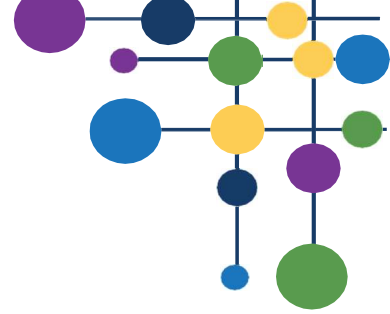
There are times when we need to contact parent/carers about lots of issues, including absence and medical emergencies, so we need to have your current contact numbers and email addresses at all times. To help us to help you and your child parent/carers are asked to make sure we always have up-to-date contact details – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

### Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is causing considerable damage to any child's educational prospects and we need parent/carers fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. All PA cases are also automatically made known to the attendance officer.







## Leave of Absence in Term Time

You should **NOT** expect your child to be allowed leave of absence in term time. Parent/carers do **NOT** have a legal right to take children out of academy. Thornhill Community Academy terms are designed to offer opportunities for holidays to be taken throughout the academic year without disrupting the education of students.

Leave of absence is something SHARE MAT strongly disapproves of during term-time as it can have serious detrimental impact on educational outcomes. Absence from Thornhill Community Academy clearly correlates with lower attainment and progress, with every day missed possibly affecting chances of strong educational outcomes.

It is not true that students can 'catch up'. Research shows that by missing lessons, students fall behind, and lessons are NOT repeated at a later date; The Department of Education regulations state that headteachers may not grant any leave of absence during term time unless there are *exceptional circumstances*. Parent/carers who take their children out of school during the school term without the headteacher's authorisation or beyond an agreed date risk being issued a penalty notice or taken to court.

The penalty notice is £60, for each parent/carer of each child, if paid within 21 days, and £120 if paid after this date but within 28 days. Non-payment of a penalty notice will normally trigger a prosecution (under the provisions of section 444 of the Education Act 1996 or under the provisions of S103 (3) of the Education and Inspections Act 2006). The prosecution can only be for the original offence and NOT for the non-payment of the penalty notice. **Failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.**

Where parent/carers continue to take unauthorised leave of absences in term time, despite having previously been issued with a penalty notice, the local authority will consider a prosecution under Section 444 of the Education Act 1996.

If the local authority decides to prosecute parent/carers/carers based on the evidence that the academy provides then parent/carers/carers would be expected to attend court and may face a fine of up to a **maximum of £1000 and a criminal record.**

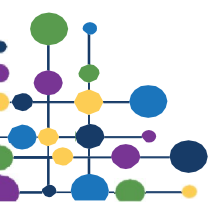
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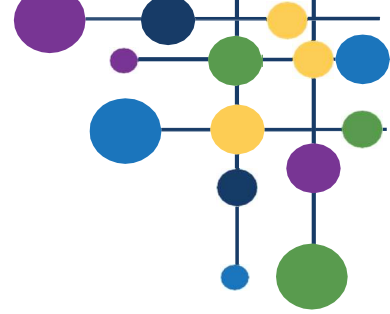
- You risk losing your child's place at school if they are absent for 20 days or more.
- You risk your child's future through lost learning and lower achievement.
- You risk your child feeling left behind and left out.

In 'exceptional' circumstances, headteachers can authorise a small amount of time out of school.

Special or exceptional circumstances do **NOT** include (this is not an exhaustive list):

- Availability of cheaper flights
- Availability of desired/cheaper accommodation
- Poor weather in academy holidays
- Overlap with the beginning or the end of term
- Trips abroad
- Seeing relatives
- Weddings
  - Funerals
  - Birthdays





As a guide, any unauthorised absence in excess of 4 consecutive days, parents/carers are likely to receive a penalty notice. The academy will notify parents/carers in advance if taking this course of action and then parent/carers/carers will hear in due course from the relevant local authority once they have processed the penalty notice.

If you still feel that you wish to apply to take your child out of academy during term time due to exceptional circumstances, please request a 'leave of absence request form' from your child's community progress leader, the attendance officer, academy reception or print a copy from the academy's website. The form should be received by the headteacher **FOUR** academy weeks in advance of the proposed date.

Absences for sporting activities are assessed as above on a case-by-case basis and may be authorised as an 'approved sporting activity'. A decision of whether or not to approve these requests will be made based on the student's attendance and behaviour, and as a result, may mean that the same sporting absence may be authorised for one child and not another.

If a pupil has been suspended or excluded, that pupil may not be in a public place during the period of suspension/exclusion without just cause (such as attending a medical appointment). If that pupil is seen in a public place, a penalty notice is issued to each parent of each child. This is for £60 if it is paid within the first 21 days, increasing to £120 if paid after 21 days but within 28 days.

## Attendance Prosecution

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case. Where it is decided to pursue prosecution, only local authorities can prosecute parents and they must fund all associated costs, including in the preparation of court documentation.

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000) and a criminal record.
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and a criminal record.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000) and a criminal record.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000) and a criminal record.

## Religious Observance

SHARE MAT believes in respecting, promoting and celebrating the cultural and religious diversity of its pupils, parent/carers and the community. Given the rich diversity of our academy, parents/carers will want to celebrate some of the major religious festivals with their children



at home. Parents/carers will therefore be seeking permission from academies to authorise their children's absence during these religious festivals.

Whilst academies recognise the importance faith and religious observance play in the lives of many of its pupils and want to respect the wishes of parent/carers to celebrate religious festivals with their children, it is important to strike the right balance between authorising such absence and the effect on pupil's progress. The Pupil Registration Regulations 2006 Section 2 states that absence for religious observance should be "treated as authorised [absence] ... on a day exclusively set apart for religious observance by the religious body which the parent/carer belongs". Thus, if the parent/carer's religious body marks the day as a religious festival, the academy must authorise the absence. Leave for pupils for religious observance should only be agreed if the dates fall outside of normal holiday periods.

Many of the main Christian festivals, for example Christmas and Easter, take place during the academy holidays. The two main festivals celebrated by Muslims are Eid-ul-fitr (marking the end of Ramadan) and Eid-ul-Adha (marking the end of Hajj). These Muslim celebrations occur according to the lunar calendar in different countries and it is difficult to predict when pupils may need to be absent from academy until very close to the day itself. For example, Eid-ul-fitr and Eid-ul-Adha come 10 days earlier every year and can change according to when the moon is. However, there may be occasions when a festival falls twice in a calendar year. The main festivals celebrated by Jews include Rosh Hashanah and Yom Kippur. The commonly celebrated festivals by Sikhs include Baisakhi, Diwali and Birthday of Guru Nanak Dev. Hindus main festivals include Diwali and the New Year Day (day after Diwali) and the main Buddhist festivals include Vesak (Buddha Day) and Dhammacakka Day. **In most cases up to two days throughout an academy year for religious observance should be sufficient.**

Academies should use their discretion where a parent/carer does not belong to a religious body, as they may want to celebrate an alternative festival that they feel is important to them, such as Pagan or Wicca festivals. When parent/carers request leave for their children for religious observance, pupils should be granted a day's authorised absence for a particular religious festival. **Where a religious festival falls during a school holiday or at the weekend, no authorised absence should be granted.** (Please note, pilgrimage or performing Umrah are not 'religious observance' days and are not considered reasonable cause for a child to miss school).

Requests for preparation for religious festivals should be regarded as unauthorised absence. Guidance and expectations from school, will be sent by letter to parents/carers just before the religious festival. If parents/carers are going to seek permission for their child's absence for religious observance, they need to make school aware. Email at [ben.gallagher@sharemat.co.uk](mailto:ben.gallagher@sharemat.co.uk) or call the attendance office on 01924 324890.

Students are expected to return to school promptly on the day following the authorised day of absence.

## School targets

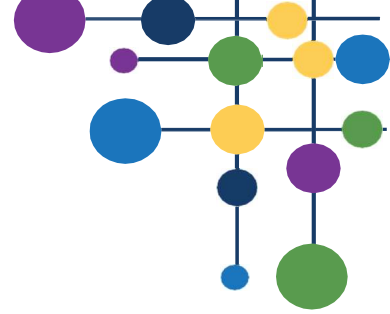
The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this academy is 97% and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however, because we know that good attendance is the key to high achievement and we believe our students can be outstanding.

Through the academy year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in our home - academy communications and we ask for your full support.



## What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

In secondary school your child will bring home a planner each evening. Please ensure you look at it with your child and sign it.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

For many parents/carers, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

## Rewards and Consequences

Students who meet and exceed the academy's attendance targets will be rewarded for this through various types of reward within their academy.

Students who arrive late to registration and teaching periods will be given late marks and these may accrue to consequences within each academy linked to the academy's own reward and consequence schemes, in line with the academy Behaviour Policy.

### Those people responsible for attendance matters in this academy are:

The Senior Leader Responsible: Zoe Ali, Deputy Headteacher. Email: [Zoe.Ali@sharemat.co.uk](mailto:Zoe.Ali@sharemat.co.uk)

Attendance Manager: Ben Gallagher. Email: [ben.gallagher@sharemat.co.uk](mailto:ben.gallagher@sharemat.co.uk)

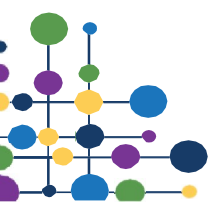
Student Managers:

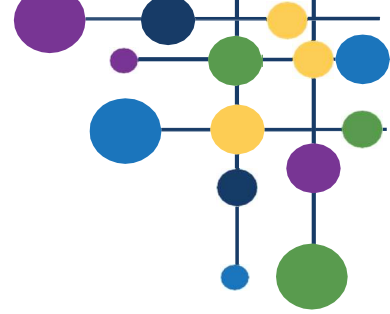
- Year 7- Annie Nurse
- Year 8- Ben Wilson
- Year 9- Lauren Downs
- Year 10- Jamie Young
- Year 11- Rachel Crowther

Email format for all contacts is Forename.Surname@sharemat.co.uk.

### Timings of the school day:

8:30- 8:35	5 Minute Movement
8:35-9.35	Period 1
9:35-10:35	Period 2
10:35-11:20	Break/Learning for Life (Period 3)
11:20-12:20	Period 4





12:20-14:00	Lunch/Period 5
14:00-15:00	Period 6

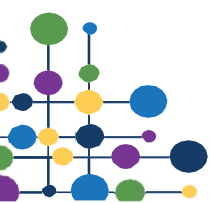
## Summary

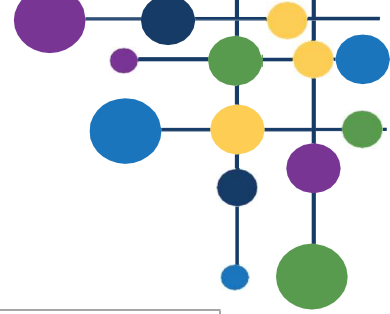
The school has a legal duty to publish its absence figures to parent/carers and to promote attendance. Equally, parent/carers have a duty to make sure that their children attend.

All academy staff are committed to working with parent/carers and students as the best way to ensure as high a level of attendance as possible and that every student achieves their potential.

## Linked Documents

Issue	Guidance
All	<p>More detailed guidance on attendance and safeguarding:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073591/Academy_attendance_guidance_May-2022.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073591/Academy_attendance_guidance_May-2022.pdf</a></p> <p><a href="https://www.gov.uk/government/publications/academys-colleges-and-childrens-services-safeguarding-children-detailed-information">Academys, colleges and children's services : Safeguarding children - detailed information - GOV.UK (www.gov.uk)</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_academy_attendance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_academy_attendance.pdf</a></p>
Bullying	<p><a href="https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/keeping-children-safe/bullying/">https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/keeping-children-safe/bullying/</a></p> <p>Preventing and tackling bullying (publishing.service.gov.uk)</p>
Health & Wellbeing, including mental health	<p><a href="https://www.ohid.org.uk/children-and-young-peoples-mental-health-and-wellbeing">Children and Young People's Mental Health and Wellbeing - OHID (phe.org.uk)</a></p> <p><a href="https://www.gov.uk/government/publications/supporting-pupils-at-academy-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-academy-with-medical-conditions--3</a></p> <p><a href="https://www.gov.uk/government/publications/mental-health-and-behaviour-in-academics--2">https://www.gov.uk/government/publications/mental-health-and-behaviour-in-academics--2</a></p> <p><a href="https://www.thrivingkirklees.org.uk/services/">https://www.thrivingkirklees.org.uk/services/</a></p> <p><a href="https://www.youngminds.org.uk/">https://www.youngminds.org.uk/</a></p>





Issue	Guidance
Missing from Education, Home or Care	<a href="https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/different-types-of-abuse/missing/">https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/different-types-of-abuse/missing/</a>  <a href="#">DfE Guidance for Local Authorities</a>

## Appendices

All Share MAT academies should work together to:

