

After a challenging yet successful year, the Attendance Team would like to congratulate the 943 students who have achieved over 97% attendance so far this year – well done to you all!



Please take the time to read this newsletter as there is important information about the changes the Attendance Team will be implementing in September.

Attendance Procedure

Below you will find detailed a new procedure that the Attendance Team will be following in September. The Attendance Team hope that this new way of working will help in promoting attendance within the Academy and also supporting the communication between home and school. If you have any questions about how this new procedure may affect you, please contact a member of the Attendance Team on 01283 239961.

Local Authority - Education Welfare Worker

The Academy's Attendance Team works in partnership with the Local Authority's Education Welfare Worker (EWW) in promoting attendance and ensuring that the Academy's registers are completed accurately and attendance codes are being used appropriately. The role of the EWW also includes supporting attendance clinics as well as monitoring students who arrive late. Parents/carers will now be notified by text message if your child arrives late for the start of the Academy day.

NOTES, NOTES, NOTES

The Attendance Team **MUST** receive a written note from a parent/carer for any absences from the Academy. This is vital for when the Academy's registers are inspected by the Local Authority as we need to provide evidence for our coding. If notes are not received then there is a risk that the absence will be unauthorised which may have a significant impact on your child's attendance record and could possibly lead to the Education Welfare Worker becoming involved. Once a student receives 20 unauthorised absences, then a referral could be made for additional support from the Local Authority

Notes **MUST** also be provided for any absences during the Academy day. If a student requests to leave for an appointment and a note has not been provided then, unfortunately, the student will not be allowed to sign out. The Academy has a duty to safeguard our students and we must ensure that adult supervision of students is maintained at all times and therefore, when writing the note please state who is collecting your child for the appointment. Due to the demands on Support and Guidance, staff members do not have the time to contact home to confirm such appointments.

Medical Room

Could you please remind your child that visits to the medical room during lesson time is for **emergencies only**. We politely ask you not to send your child into school expecting to get medical treatment. The Academy is fortunate to have two medical professionals to manage unexpected illness during the school day but there are limitations as to what treatment they can offer and to how many students.

Leave Requests

If your child requires leave from the Academy, please remember to complete a 'Leave of Absence' request form which can be either collected from Support and Guidance or downloaded from the de Ferrers website. All information regarding leave is available to read on the academy's website.

*The Attendance Team would like to wish all our students and their families a wonderful and relaxing summer break and we will see you all on **Wednesday 7th September**.*

Number of Consecutive Days (sessions) Absent:	Reason Provided?	Action To Be Taken:	Person Responsible:
1 (2)	Yes	Absence authorised and reason recorded	Clerical Assistant - Attendance
	No	Tier 1 text message sent	Clerical Assistant – Attendance
2 (4)	Yes	Absence authorised and reason recorded	Clerical Assistant - Attendance
	No	Tier 2 text message sent	Clerical Assistant – Attendance
3 (6)	Yes	Absence authorised and reason recorded	Clerical Assistant – Attendance
	No	Home visit	Attendance Link Worker
5 (10)	Yes	Absence authorised and reason recorded	Clerical Assistant – Attendance
	No	Contact family using information on SIMS. Numbers will be dialled in priority order until contact is made.	Clerical Assistant – Attendance
7-10 (14-20)	Yes	Parental meeting. To include Head of Year, Attendance Team and, if required, a medical representative Local Authority also notified of absence.	Year Office Attendance Link Worker
	No	Refer to the Local Support Team/Children Missing Education	Attendance Link Worker

Number of episodes of absence:	Reasons Provided? (check for a pattern)	Action To Be Taken:	Person Responsible:
5	Yes	Telephone call to parents to inform them of absences and support available	Clerical Assistant - Attendance
	No	Telephone call to parents informing them of the number of unauthorised absences (UA) and the consequences of further UA	Year Office
7	Yes	If absences are due to ill-health then medical evidence letter will be sent	Attendance Link Worker
	No	Letter to parents informing them of unauthorised absences and risk of LA involvement	Attendance Link Worker
	No	Parents invited to Attendance Clinic with the Local Authority's Education Welfare Worker	Attendance Link Worker to co-ordinate
10	Yes	Parental meeting. To include Head of Year, Attendance Team, a medical representative and, if required, Inclusion Manager/Assistant	Attendance Link Worker to co-ordinate

Please note that once a student has received 20 (10 days) unauthorised absences a referral will automatically be made to the Local Authority's Education Welfare Worker.