



CITY OF PETERBOROUGH ACADEMY



Attendance and punctuality

**Important information for pupils,
parents and carers**

April 2017

Introduction

At the City of Peterborough Academy we believe it is vitally important for pupils to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage pupils to become responsible and resilient individuals, which will serve them well in their future working lives.

Standards

At the City of Peterborough Academy we

- expect every pupil to attend school for at least 95% of the time
- expect pupils to arrive on time every day
- will support parents in their legal responsibility to ensure their child attends school regularly and punctually
- believe family holidays should not be taken during term time. We will not authorise requests for holidays during term time, unless in exceptional circumstances

Parents should contact us by telephone on the first day and each subsequent day of their child's absence. The Academy should be informed of any planned absence in advance, this includes unavoidable medical appointments during the school day.



Policy and procedures

Recognising good attendance and punctuality

At the City of Peterborough Academy we use a range of measures to praise and reward pupils who meet their attendance and punctuality targets. This will include achievement assemblies, certificates, other rewards and entry into prize draws.

Addressing poor attendance

At the City of Peterborough Academy we work diligently to help pupils attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.



Attendance Officer Mrs J Smith works with families when attendance falls to unacceptable levels. Any pupil whose attendance falls below 90% and fails to meet interim thresholds throughout the year, is likely to become a persistent absentee (PA). In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a doctor's appointment card or letter.

Our Attendance Officer will conduct regular home visits and hold meetings with parents. Should there be no further improvement in attendance, we will seek intervention from the Authority Attendance Service and ultimately pursue court action.

Please refer to the attendance bands on the next page to identify the different stages of action, should your child's attendance fall below our expectation. Please be aware that the percentage values are for guidance only and a pupil can be 'fast-tracked' to any stage as is deemed appropriate.

Holidays in term time

At the City of Peterborough Academy we believe family holidays should not be taken in term time. We will not authorise any holidays, unless in exceptional circumstances. Penalty notices will be issued, under section 444 of the Education Act 1996, where unauthorised holidays are taken.

Punctuality

It is the responsibility of parents to ensure that their child attends school every day and on time. Pupils who arrive late to school, without good reason, will be set a break/ lunch detention. In consultation with parents those pupils who are regularly late will receive additional detentions with a member of the Senior Leadership team after school.

Our Year Teams work with parents to overcome barriers which prevent pupils arriving on time. If punctuality problems persist we may involve our Attendance Team, who may issue a penalty notice for persistent lateness under section 444 of the Education Act 1966.

Pupils should be on the Academy site by 8.35am every day.



Attendance bands

**95%
Above**

Band 1
Green (rewards and recognition)

If your child attends school above 95% of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

**95%
to
92.5%**

Band 2
Amber 1 (contact home)

If your child's attendance falls into this band their year team will contact you to discuss any barriers to good attendance and offer support to improve attendance. If attendance continues to fall then a letter will be sent home.

**92.5%
to
90%**

Band 3
Amber 2 (attendance concern meeting)

If your child's attendance falls into this band, a letter will be sent inviting you to an attendance concern meeting with the year team. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set.

**90%
to
86%**

Band 4
Red 1 (attendance panel meeting)

If your child's attendance falls into this band you will be invited to attend an academy attendance panel meeting. At the meeting will be a member of the academy senior leadership team and the Academy attendance officer. This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage.

**Below
86%**

Band 5
Red 2 (Local Authority pre-prosecution meeting)

If there are no improvements within the timescale agreed at the Academy Attendance Panel Meeting, a pre-prosecution panel meeting with the Authority Attendance Service will be conducted. Final targets for improvement will be set and prosecution procedures explained. If the final targets are still not met then the Authority Attendance Service will move to prosecute.

Additional Information

Unavoidable absence

Absences which are considered unavoidable may be authorised by the City of Peterborough Academy. These include:

- general illness, unless your child is classed as a Persistent Absentee
- attending a religious festival or ceremony with family
- an emergency medical or dental appointment that could not be made outside of school hours
- being in hospital or having hospital treatment
- attending a funeral with family
- attending an interview for a job or place at a college
- taking part in a public performance or an examination

Please inform the Academy on the first day and each subsequent day of absence.












Avoidable absence












Absences which are considered avoidable will not be authorised by the City of Peterborough Academy. These include:

- trivial illness or looking after an ill relative
- looking after the house or waiting for workmen/ deliveries etc
- holidays in term time
- looking after brothers or sisters, including dropping them off at school or nursery
- helping with housework or a family business
- being unhappy or not getting on with others at school
- being up late the night before, including for family problems

We are keen to work with you and to support you and your child. If there is anything we can do to help you, please do not hesitate to contact us.

Academy day

Years 7 & 8		
	08.35 – 08.40	Warning Bell
	08.45 – 09.00	AM Tutorial
	09.00 – 09.50	Period 1 (50 mins)
	09.50 – 10.40	Period 2 (50 mins)
	10.40 – 10.55	Break (15 mins)
	10.55 – 11.45	Period 3 (50 mins)
	11.45 – 12.35	Lunch (50 mins)
	12.35 – 13.25	Period 4 (50 mins)
	13.25 – 13.35	PM tutorial
	13.35 – 14.25	Period 5 (50 mins)
	14.25 – 15.10	Period 6 (45 mins)

Year 9, 10 & 11		
	08.35 – 08.40	Warning Bell
	08.45 – 09.00	Tutorial
	09.00 – 09.50	Period 1 (50 mins)
	09.50 – 10.40	Period 2 (50 mins)
	10.40 – 10.55	Break (15 mins)
	10.55 – 11.45	Period 3 (50 mins)
	11.45 – 12.35	Period 4 (50 mins)
	12.35 - 13.25	Lunch (50 mins)
	13.25 – 13.35	PM tutorial
	13.35 – 14.25	Period 5 (50 mins)
	14.25 – 15.10	Period 6 (45 mins)

* The timings above are subject to change*

Contacting us

Address: City of Peterborough Academy
Reeves Way
Peterborough
PE1 5LQ

Telephone: 01733 821440

Email: cpa-admin@cityofpeterboroughacademy.org

Website: www.cityofpeterboroughacademy.org

Follow us on Twitter: @CityofPeterAcad

To report a pupil absence call:
01733 821440

**To discuss any issues regarding your child's attendance with a
member of the Academy staff please call:**
01733 821440

Academy Attendance Officer
Mrs J Smith