



Attendance

**Important information for
Students, Parents and Carers**

September 2020

COVID-19 Update

As you are aware the Department for Education has announced that all schools will re-open for all pupils from the beginning of September 2020. In addition, The Government has made it clear that attendance will be mandatory for all pupils from the start of the new term.

These will be challenging times and Cottenham Village College recognises the need to support our young people's emotional wellbeing. Therefore, we will be providing interventions to support the students on their return to ensure they are successfully able to learn and thrive. Cottenham Village College advocates the Early Intervention approach whereby communication is the key to ensuring issues are dealt with timely to provide effective solutions. Therefore, if you or your child have any issues or concerns regarding the reopening of the school in September to contact your child's form tutor in the first instance.

By working together, we will make the school a safe place for all our students, parents and staff.

Reporting Absences

Considering the current health situation, should you need to report your child absent, there is important information that we require. Please ensure when you contact the absence line you clearly state the following:

- Child's name
- Child's form
- Reason for absence, including a brief description of symptoms

If the absence is COVID-19 related:

- Ensure this is communicated to school
- Provide the date of when the Track and Trace test was taken
- Provide the outcome of the test

Introduction

At Cottenham Village College we believe it is vitally important for students 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 students to become responsible and resilient individuals which will serve them well in their future working lives.

As set out in the Education (Pupil Registration) (England) Regulations 2006 amended in 2013 – Head Teachers continue to have the power to authorise leave of absence, but only in exceptional or unavoidable circumstances and each case should be considered on its own merits.

Standards

At Cottenham Village College we;

- Expect every student to attend school for **100%** of the time.
- Expect students to arrive on time **every day**.
- Will support parents in their legal responsibility to ensure their child attends school regularly and punctually.
- We believe family holidays should **not** be taken during term time. We are not obliged to authorise requests for holidays during term time.

Parents should contact us by telephone on the first day and each subsequent day of their child's absence. The College should be informed of any planned absence in advance.



Policy and Procedures

Punctuality/Lateness

It is the responsibility of parents to ensure that their child attends school on time. Students who arrive late to school without good reason will be set a lunch detention. If a pupil does not attend this detention, then it will be escalated to an after-school detention for up to an hour.

Our Year Teams will work with parents to overcome barriers which prevent students arriving on time. If punctuality problems persist we may involve our Attendance Team.

Students should be on the College site by 8.45 a.m. every day.



Recognising Good Attendance and Punctuality

At Cottenham Village College we may use a range of measures to praise and reward students who meet their attendance and punctuality targets. This will include achievement assemblies where students will receive achievement certificates and be entered into prize draws. We will contact you using attendance achievement postcards.

Addressing Poor Attendance

At Cottenham Village College we work diligently to help students attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.

We will also involve our Attendance and Welfare Officer to work with families when attendance falls to unacceptable levels. Any student 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 GP appointment card or letter.

Holidays in Term Time

At Cottenham Village College we believe family holidays should **not** be taken in term time. We will not authorise any holidays except in exceptional circumstances.



Miss Sarah Halsey



Mrs Claire Phipps

Students in this attendance category will be monitored closely by our Attendance & Welfare Officer, Sarah Halsey, and the Attendance Assistant, Claire Phipps, who will conduct regular home visits and hold meetings with parents. Should there be no improvement in attendance, in these cases, we will seek intervention from the Local Authority 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 student can be 'fast tracked' to any stage as is deemed appropriate.

Attendance Bands

**95%
and
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.

**93.5%
to
95%**

**Band 2
Amber 1 (Phone Call and Letter Sent Home)**

If your child's attendance falls into this band our Attendance Assistant will contact, you by telephone 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.

**91%
to
93.5%**

**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 Attendance Team. At this meeting barriers to good attendance will again be discussed, improvement actions agreed, and attendance targets set.

90%

**Band 4
Red 1 (Attendance SLT Meeting)**

If your child's attendance falls into this band you will be invited to attend an Attendance Senior Leadership Meeting. At the meeting will be a member of the Senior Leadership Team (SLT) and the College Attendance Team. This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage.

**and
below**

**Band 5
Red 2 (Attendance Panel Meeting and Prosecution)**

If there are no improvements within the timescale agreed at the College Attendance SLT Meeting, an Attendance Panel Meeting with the Local Authority will be conducted. Final targets for improvement will be set and prosecution procedures explained. If the final targets are still not met, then the Local Authority will move to prosecute.

There is clear evidence that absence from school is linked to lower levels of attainment. The Department for Education's (DfE) analysis shows that every extra day missed was associated with lower attainment at age 11 and at age 16 (see below). In other words, every extra day of school that is missed can affect a pupil's chance of gaining good GCSE results.

ATTENDANCE	NUMBER OF DAYS LOST	IMPACT ON YOUR EDUCATION	
100%	None!	Outstanding Attendance! Excellent work, well done	This gives you the best chance to achieve your potential as 78.7% of students with 100% attendance achieve 5+ 9 - 4 including English and Maths
>= 97%	Fewer than 6 days	Great Attendance You are above the school attendance target, well done!	
95 - 96.9%	Fewer than 10 days	Students are likely to achieve their targets and will be well prepared as they move through school	Statistics show that 69.1% of students in this attendance bracket go on to achieve 5+ 9 - 4 including English and Maths
92 - 94.9%	Up to 15 days	If your attendance is in this category you will have had up to 3 weeks of absence.	According to statistics, only just over half (52.8%) of students in this attendance bracket go on to achieve 5+ 9 - 4 including English and Maths
90 - 91.9%	Up to 19 days	You will have had up to 3 weeks and 4 days absent. Pupils in this category may fall behind and will be difficult for them to achieve their best	Attendance in this bracket is a major concern and should be addressed quickly. Only just over half (52.8%) of students in this attendance bracket go on to achieve 5+ 9 - 4 including English and Maths
<90%	More than 19 days	You will have had more than 3 weeks and 4 days of absence. This is very poor attendance and the Local Authority may become involved	Poor attendance – this is extremely worrying Of those students with below 90% attendance, only 35.6% are likely to achieve 5+ 9 - 4 including English and Maths

Additional Information

Unavoidable Absence

Absences which are considered **unavoidable** may be **authorised** by Cottenham Village College. These include:

- General illness, unless your child is classed as a PA
- Attending a religious festival or ceremony with family
- A 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 place at a college or work experience
- Taking part in a public performance, event or an examination
- Participating in an educational visit e.g. representing England at a national competition

In order to ensure the absence can be authorised please notify the College in advance or on the first day and each subsequent day of absence.

Avoidable Absence

Absences which are considered **avoidable will not be authorised** by Cottenham Village College. These include:

- Trivial illness
- Looking after the house or waiting for workmen/deliveries etc
- 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
- Shopping
- A birthday or family celebration
- No acceptable explanation is provided by parent(s) /carers
- The reason for the absence does not fall into one of the above categories

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.

Contacting Us

Address:

Cottenham Village College
High Street
Cottenham
CB24 8UA

Telephone:

01954 288944

Email:

attendance@astreacottenham.org

Website:

www.astreacottenham.org

To report a pupil absence call:

01954 288944 then Option 2

To discuss any issues regarding your child's attendance with a member of College staff please call:

01954 288944 then Option 1 and ask for Attendance Assistant: Claire Phipps

Welfare and Attendance Officer

Sarah Halsey

SLT Lead on Attendance

Lisa Langley

Year Co-ordinator (YC) and Progress Leader (PL) contact details:

Year 7:	Miss E Ottesen	Mr P Holt
Year 8:	Mrs P Scurll	Mr P Holt
Year 9:	Mrs L Cockrill	Mr P Holt
Year 10:	Mr A Wilbraham	Mr J Abbott
Year 11:	Mrs H Stearn	Mr J Abbott