

## Attendance

### Overview

At Christ Church Academy we have a whole school approach to improving attendance. Staff are all aware of schools priorities around this issue and work collaboratively with all parties to ensure impact. Children are also taught about the importance of good attendance and can achieve rewards for good and improved attendance, individually and as a class. Parents are also encouraged to support good attendance through the sharing of attendance data and meetings when needed.

**Leanne Grimshaw and Jess Pickles are the staff with specific responsibility for attendance. You can contact them by phoning school on 01274 410349 or via email at [admin@cca.bdat-academies.org](mailto:admin@cca.bdat-academies.org).**

For more information on school specific strategies, please see our school policy on attendance, this is linked at the bottom of the page.

Good attendance is vital for so many reasons. The Government expects all children to be at school at least 97% of the time as this is classed as 'good' attendance. Parents are responsible by law to ensure their children attend school regularly and arrive on time every day.

School daily start and finish times :

**8:50 am – 3:20 pm Monday to Friday. The school week consists of 32 hours and 30 minutes**

Nursery and Reception classes have a 45 min lunch break at 11.30am

All other year groups have a 15 minute morning break and a 45 minute lunch break



The Department of Education has produced new documentation to guide schools across England on how they should tackle the national issue of poor attendance at school. In response to this Bradford council have developed an attendance charted to further guide schools to improve attendance. Christ Church Academy is part of this charter.

### **Government guidance states that...**

*'The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.'*

**The Bradford Charter outlines in more detail the key responsibilities of schools, some of these are listed below.**

- Take their attendance register at the start of the first session of each school day (morning) and once during the second session (in the afternoon).
- Contact the pupil's parents/carers on a pupil's first day of absence, to establish the reasons for absence and mark the attendance register accordingly. Then contact the pupil's parents/carers every day that there are subsequent unexplained absences.
- Close their register 30 minutes after the start of the school day. All pupils arriving after the register has closed will be marked with the code U
- Positively engage with termly attendance support meetings with Bradford Council, sharing information on the interventions attempted with persistently and severely absent children and engaging in discussions to agree appropriate actions.
- Headteachers across all Bradford District schools will not authorise any requests for leave during term time unless there are exceptional circumstances.
- Monitor patterns of late arrival amongst pupils. Those pupils who are persistently late (late more than once a week for a period of a month) will be contacted and a plan put in place to address this.
- Monitor and track the attendance of all pupils on weekly basis.
- Where pupils have a concerning decline in attendance, over one term and/or have had six sessions of absence (unauthorised and/or authorised absence over a three school week period), schools will contact parents/carers and will consider holding an attendance meeting to review their child's attendance with them and that will set clear targets for improvement.
- Where a pupil has had two sickness absences in a half term or has a sickness absence of three consecutive days, and if the authenticity of the illness is in doubt, schools can request parents to provide medical evidence to support illness. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
- Follow the Bradford Staged Approach to Poor Attendance, ensuring families are offered support tailored to their needs, whilst ensuring legal intervention is requested swiftly when appropriate.

**Schools can continue to request penalty notices where appropriate for:**

- term-time holidays (minimum of 6 sessions in total - 3 school days)
- low level unauthorised absence and lateness (minimum of 6 unauthorised absences during a 6 school week period / maximum of 24 sessions of absence during a 12 school week period)

***In total there are 175 non-school days a year,***  
**this gives families the opportunity, outside of the school terms, to:**

**Spend time together**

**Go on family visits**

**Go on holiday**

**Go shopping**

**Go on days out**

**Attend routine appointments, medical, hair cuts etc**

**Celebrate birthdays**

**What can parents and carers do to encourage school attendance?**

- Encourage your child to come to school. School is fun and exciting!
- Don't keep them off from school unless they are REALLY poorly.
- Give yourself and your child plenty of time in the morning. Stick to the same routine.
- Make sure your child goes to bed at a reasonable time.
- Contact the school first thing in the morning if they are unwell and keep them informed.
- Bring your child to school on time and pick them up on time.
- Let the school know if you change your address and/or telephone number.
- If you are experiencing problems with getting your child to school; speak to the teaching staff early.
- Take holidays when school is closed

### **Poor Punctuality**

*If your child is frequently late for school it adds up to lost learning:*

- Arriving 5 minutes late every day adds up to over 3 days lost each year
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year
- Arriving 30 minutes late every day is the same as being absent for 19 days a year
- 19 days lost a year through being late = 90% attendance.

### **Supporting documents**

To read more about the Governments approach to attendance, you can read the following policy document.

[Working together to improve school attendance \(applies from 19 August 2024\)](#)

To find out more about the Bradford attendance charter, you can look through the following documents

[Bradford Attendance Charter | Bradford Schools Online](#)

School attendance policy (including information on procedures and examples of actions)

[Attendance-Policy.pdf](#)