

# Transforming Attendance

AT TEMA

A family guide to  
attendance and  
punctuality



## What do I do if my child is going to be absent?

If your child is unable to attend the academy you must ring before 8.15am to inform us of the reason why. It is important that you phone on every day of absence so that we know your child will not be attending and you do not receive a text message asking about his or her whereabouts.

Text messages are sent for safeguarding reasons. This ensures that you know your child has not registered at the academy. If you receive a text message please respond so that we know your child is safe.

The East Manchester Academy's telephone number is  
0161 230 8039. Press option 1.

# TRANSFORMING ATTENDANCE At TEMA



## Form Tutors

- Will congratulate students for having attendance within this band.
- Will ensure students collect termly certificates printed by the admin team and issued in assemblies by Directors of Year.

## Form Tutors

- Will discuss attendance with students ensuring that they are welcomed back and are aware that the absence has been noted.
- Will set an attendance target.
- Will contact the family to discuss absence from the academy.

## Student Services Year Team - Director of Year

- Will ensure Attendance Concern Letter 1 is sent by the admin team where attendance remains a concern.

## Student Services Year Team - Director of Year

- Will ensure Attendance Concern Letter 2 is sent advising families that medical evidence is needed in order to authorise future absences.
- Will work with families and ensure an understanding of the link between attendance, progress and attainment.
- Will set an attendance target.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns with you.
- Will complete a referral for Early Help support with a family's consent.
- Will work with the Student Services Attendance Team to offer a parenting contract.
- Will complete a referral for legal action as appropriate.
- Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. An ESO would identify a supervising officer to advise, help and direct students and families to improve access to education.

## Student Services Attendance Team

- Will ensure Attendance Concern Letter 4 is sent advising a family of the serious concern about attendance and that legal action may follow.
- Will continue to discuss the impact that absence is having on academic progress.
- Will set an attendance target.
- Will monitor attendance and safeguarding.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns and create a plan for improvement.
- Will work closely with other agencies to offer support and a personalised intervention package.
- Will balance support and challenge.
- Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. An ESO would identify a supervising officer to advise, help and direct students and families to improve access to education.

## Student Services Attendance Team, Manchester Local Authority and Other Agencies such as Manchester Children's Services

- Will intensify the support and challenge already started by school.
- Will support a student back into school and ensure measures are in place to build confidence and bridge gaps.
- Will consider placing a student into alternative forms of educational provision to overcome the barriers to being in school.
- Will build on the existing Early Help offer to include a single assessment plan and a lead practitioner from the team or service best placed to support a family, to bring about an improvement in attendance.

## 100 - 98% ATTENDANCE

Congratulations. Your child's attendance is excellent. Students in this band are eligible for a range of rewards.

## 97 - 95% ATTENDANCE

Your child's attendance is below TEMA's expected percentage. Your child may have been ill. This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of academy hours. A student in this band will probably continue to make progress but will need to work hard to maintain this.

## 94 - 91% ATTENDANCE

Your child's attendance is a cause for concern and is significantly below TEMA's expected percentage. Lost learning will make progress difficult and there is a significant risk of under achievement. Your child must speak to teachers to catch up with work and you must now meet with Student Services to discuss everything that is affecting your child's attendance. You may be asked to come to an attendance panel and enter into a parent contract to improve attendance.

## BELOW 91%

Your child's attendance is a serious cause for concern and there is a severe risk of under achievement. Your child is classed as a persistent absentee and urgent measures need to be taken to ensure that there is an improvement or your child will not reach his or her potential, will gain fewer qualifications and will be less likely to gain entry to further education, training or employment. Unless there are genuine reasons preventing your child from attending school, legal action will be taken.

## BELOW 51%

**Your child's attendance is so low that they are classified as severely absent.**

School will work with Manchester Local Authority and other local partners to intensify the support and challenge offered. If you do not work with TEMA to improve attendance there may be further legal action.



## MEDICAL AND DENTAL APPOINTMENTS

Appointments rarely last more than one hour but many families allow their child to be absent for the whole session or day. This is unacceptable. Medical appointments should be taken out of academy hours where possible and appointments out of the country should be arranged for academy holidays.

Where appointments are unavoidable during the day, students should attend before and after the appointment. Families should show the appointment card to the academy in order for their child to leave at a particular time. The loss of a single day will reduce your child's attendance in any single week by 20%.



## LEAVE OF ABSENCE

The academy will not authorise holidays in term time unless there are exceptional circumstances. All family holidays, even those for special occasions, should be booked outside of the academy term. If you feel your circumstances are exceptional, you must complete a request form outlining this information and submit it before any travel plans are made.

If leave is taken without permission, the academy will request a penalty notice which may result in a fine of £120. This will reduce to £60 if it is paid within 21 days. This is for every parent or carer and every child. Taking days off before or after academy holidays is not acceptable and a request will be made for a penalty notice.



## PROLONGED ABSENCE

The Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the parent or carer is guilty of an offence. If your child is absent from the academy regularly, we will offer help and support to improve this. If attendance does not improve, we will work closely with Manchester City Council and will request that they enforce attendance through a range of measures available, including a parenting order, a penalty notice or legal proceedings in the magistrates' court.



## SUPPORT

Support is always available from Student Services. If you wish to discuss anything that is affecting your child's attendance, please do not hesitate to contact us on 0161 230 8039. If we have a concern, the team in Student Services will make telephone calls, home visits and send text messages and letters alerting you to this and will work with you to resolve any issues.



## PUNCTUALITY

Ensure that your child is up sufficiently early in the morning to get to the academy without being late. Help your child organise themselves the night before by ensuring that their school bag is packed and ready to go.

Ensure that your child is well rested by getting them to bed at an appropriate time. All students are expected to be at the academy by 8.15am and breakfast is available from 7.15am. Students who arrive after 8.30am will be late to registration and will be issued with an L mark in the register. Any student arriving after 9.30am will receive a U mark in the register which counts as an unauthorised absence.

Students who are late will receive a Recall detention the same day.



## ILLNESS

Sometimes students are absent for frequent minor illnesses. Consequently, attendance becomes a concern and it is necessary to ask for evidence of ill health such as copy of your child's prescription or a medical appointment card. A parent or carer whose child is genuinely ill should not be concerned as medical advice will have been taken and evidence can be presented to The East Manchester Academy. **If your child is feeling 'under the weather' but not sick enough to see the doctor, he or she should be encouraged to come to the academy. Attendance at one lesson is far better than attendance at none at all. Naturally, students who are genuinely ill will be sent home following consultation with yourself.**

A letter will be sent advising you that medical evidence is required for every absence. It is important that you know that it is The East Manchester Academy that authorises absence for illness not parents or carers.