

ATTENDANCE MATTERS

NEWSLETTER

Half Term 4 Edition



Co-op Academy
Leeds

"Your commitment to Attendance is an investment in your future"



Punctuality matters at Co-op Academy Leeds

At Coop Academy Leeds, we expect students to arrive on time to school before 08:25 am.

The Power of Being Punctual:

- Builds good habits: Having both a good morning and night time routine helps build routine. Going to early and setting your alarm giving yourself enough time to get to school.
- Being prepared to learn: Arriving on time to school gives you ensures you do not miss key instructions, reduces stress, allows for social interaction with peers before lessons start, and sets a foundation for future professional
- Loss of learning: Time is precious, arriving up to 30 mins late per day is the equivalent of 20 school days lost over the academic year.

Failure to prepare is preparing to fail - Let's make every day count!

What is the difference between being late and very late?

Answer: Students who arrive to school on time receive a present mark. Students who are late and arrive between 08:25-09:00 am receive an Late code. If you arrive after 09:00 am registers are now closed and you are classed as very late and would receive a U code (unauthorised mark)

Reflection Question for Families...

Does being very late to school affect my attendance?

Yes, if your child receives a U code they will only achieve 50% attendance for that day. Its has a negative impact on their overall attendance and can lead to prosecution by the local authority

Easter Attendance Celebrations

At the end of Half Term 4, we're celebrating the dedication of our students!

We're proud to acknowledge the 78 students who have maintained 100% attendance this half term.

We're also thrilled to recognise 23 students who have made notable improvements in their attendance.

On Thursday, these hardworking students will receive an Easter treat in recognition of their commitment to improving and maintaining excellent attendance.



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School Attendance Information



Persistent Absence

Information for
Parents and Carers



Co-op Academy
Leeds

We're here to help

At Co-op Academies Trust, we believe every child deserves to be in school, learning, and feeling part of our community.

If your child's attendance is low, we won't ignore it. We'll work with you to understand what's going on and agree the right support.

What is persistent absence?

A child is classed as persistently absent if they attend school 90% or less.

90% might sound fine - but it isn't.

90% attendance means missing:

- Half a day every week
- Around four weeks of school each year

Over time, that adds up to a lot of lost learning.



Why does it matter?

Missing school makes it harder for children to:

- Keep up with lessons
- Build friendships
- Feel confident in class
- Achieve their best

Even a few days here and there can quickly become a pattern.

We know that behind every absence there's a reason. That's why we talk, listen and work together to find solutions.

100% is the aim

We know that children get ill sometimes. That's normal.

But unless your child is genuinely unwell, they should be in school every day. Good attendance gives them the best chance of success - now and in the future.



What can you do?

1. Be open with us

If something is affecting your child's attendance, tell us. No judgement. Just support.

2. Talk to your child

Help them understand why school matters. Set clear routines for bedtime and mornings.

3. Ask for help early

If attendance starts to dip, don't wait. The sooner we work together, the easier it is to put things right.

How we support families

We will:

- Contact you if attendance drops
- Listen to your concerns
- Agree clear next steps
- Offer practical support where needed

But we also have a duty to act if attendance does not improve.

We would always rather work with you than take formal action.



School Attendance

Information for
Parents and Carers



Co-op Academy
Leeds

Being in school matters

At Co-op Academies Trust, we believe every day in school counts.

- When children attend regularly, they:
 - Build friendships and feel part of the school community
 - Learn more and develop important skills
 - Grow in confidence
 - Improve their social skills
 - Reach their full potential

Good attendance sets children up for life - not just for school, but for the future.

What does 90% attendance really mean?

90% might sound good. But it means missing half a day every week.

Over a year, that adds up to around four weeks of learning missed.

Over five years, that's close to a full school year lost.

Even small gaps add up quickly. We want every child to have every opportunity to succeed.

Good attendance sets children up for life - not just for school, but for the future.



If your child is absent

We understand that sometimes absence can't be avoided.

By law, schools must record all absences and the reasons for them.

If your child is unwell or cannot attend:

- Contact the school on the first day of absence
- Let us know the reason as clearly as you can
- Keep us updated if the absence continues

If we don't hear from you, we will contact you. This is part of our duty to keep children safe.

Where possible:

- Tell us in advance about medical appointments
- Try to book medical or dental appointments outside school hours

We're here to work with you. If attendance is becoming a concern, please talk to us early so we can support you.

Authorised absences

These may include:

- Genuine illness
- Hospital or medical appointments
- Bereavement
- Religious observance

The Headteacher decides whether an absence can be authorised, following national guidance.

Unauthorised absences

These include:

- Holidays during term time
- Shopping trips
- Birthdays
- Oversleeping
- Looking after other children
- Arriving very late

If a child arrives very late, this is recorded as an unauthorised absence.

Term time leave

Family holidays should take place during school holidays.

Leave during term time is only granted in exceptional circumstances. There is no automatic right to take leave in term time.

If you need to request leave:

- Complete a leave request form from the school office
- The Headteacher will review your request

Requests are considered carefully and fairly.

Attendance and the law

Parents have a legal responsibility to make sure their child attends school regularly.

If a child has unauthorised absence, we may need to involve the local authority. This can lead to a Penalty Notice or legal action.

We do not want this to happen. Our priority is always to work together to improve attendance.

leeds.coopacademies.co.uk/attendance

Do what matters most

Be yourself, always

Show you care

Succeed together

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Holiday Prosecution Information

Penalty Notice Fines for Attendance is changing

NEW CHANGES FROM 19TH AUGUST 2024

1

1st OFFENCE

The first time a penalty notice is given for absence, the cost will be:

£160 per parent, per child.

This will be £80 if paid within 21 days.

2

2nd OFFENCE (within 3 years)

The second time a penalty notice is given for absence, the cost will be:

£160 per parent, per child to be paid within 28 days.

No reduced rate offered.

3

3 OR MORE OFFENCES (within 3 years)

If a third penalty notice is given for absence, you will not get a penalty notice. The case will be presented to the Magistrate's Court. Magistrates' fines can be up to **£2,500 per parent, per child.**

Guilty cases can show on parents' future DBS certificates, due to not safeguarding a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there's been 10 sessions of unauthorised absence in a 10-week period. This means 5 full days. Being more than 30 minute late to school will count as 1 session of unauthorised absence.



Scan the QR code to find out more about these changes



Academies Trust



What are the possible legal consequences for parents whose children miss school?

There are a number of [statutory options](#) available to the local authority for parents whose children miss school:

- Penalty notices, fines of £80 or £160, have been available to the local authority since 2007, but their use has increased since the change in legislation around unauthorised absence in term time; please see the current statutory guidance, [Working Together to Improve School Attendance \(2024\)](#). The local authority can prosecute parents in the Magistrates Court for non-payment of penalty notices, which can lead to a fine of up to £1000, a Parenting Order, and a criminal record;
- The local authority can apply to the Family Court for an Education Supervision Order, which means that the local authority can act directly on behalf of the child to ensure they attend school, removing some parental rights; and
- The local authority can also submit a case directly to the Magistrates Court. There are two types of such prosecution and, if found guilty of the most serious offence, parents can face a fine of up to £2,500 and/ or a community rehabilitation order, or even a custodial sentence of up to 3 months.

Paying a fine

The local authority is responsible for issuing fines (also known as penalty notices) on behalf of schools in Leeds. The [structure of the fines](#) is as follows; please note that these are set at a national level by central government, and not by Leeds City Council:

- For a first offence: £80 per child, per parent - if paid within 21 days. If paid between 22 and 28 days, the fine is £160 per child, per parent. This covers the whole period of the child's absence and must be paid in full.
- For a second offence within three years (this is a rolling period of three years from the time the first penalty notice is issued, rather than three separate school years): £160 per child, per parent if paid within 28 days. There is no reduced payment period.
- A third offence within three years of the first may result in prosecution.

If a fine is not paid, parents or carers face prosecution. Revenue from the payment of fines is retained by the council to cover the costs of administering penalty notices and legal costs of prosecuting parents who fail to pay their fines.

Key contacts and further information

For more information on attendance support services please contact: schoolattendanceservice@leeds.gov.uk; queries from parents, schools and other professionals to this email address are responded to through the duty box.

Parents can pay fines by card over the phone by calling 0113 376 0360, Monday to Friday. If parents have lost their fine notice, they can call the School Attendance Service Monday to Friday on 0113 378 6955 for help with the correct details of how to pay.

Statutory guidance for schools and local authorities on improving school attendance was published in August 2024 and is available [here](#).

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Know the Impact of Your Attendance



Your attendance **aim**: 100%
Your **minimum** attendance: 98%



Everyday counts - Your child's attendance target is no more than 5 days absence from school in a school year.

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means the number of lessons missed	Absence over five years
95%	9 days	2 weeks	50 lessons	¼ year
90%	19 days	4 weeks	100 lessons	½ year
80%	38 days	8 weeks	200 lessons	1 year
70%	57 days	11½ weeks	288 lessons	1¼ years
60%	80 days	16 weeks	400 lessons	2 years
50%	100 days	20 weeks	500 lessons	2½ year

Building a Strong Work Ethic

When a student manages a heavy revision timetable or meets a coursework deadline, they are demonstrating reliability and the ability to work under pressure. Even the act of maintaining high attendance during these colder months is proof of a strong work ethic, signalling to a future boss that your child is both resilient and dependable. In the professional world, "grades" are important but so are a person's habits and qualities. By arriving at your desk early or at the very least on time, students are practicing punctuality, the same trait an employer relies on to ensure a business opens on schedule. We are collectively preparing our students for more than just exams. We are helping them build the professional traits required for a successful, stable career. Thank you for your continued support in reinforcing these life-long habits.




Need Attendance Support or Have Feedback

Your child's attendance is a partnership and we are here to help!

If you have any concerns regarding your child's attendance, feel your family would benefit from additional support or if you simply want to provide general feedback on attendance matters, please don't hesitate to contact us.

We are ready to listen and work together.

Click Here to Contact the Attendance Team 



Do you know about the fantastic NHS service, 'Pharmacy First'?

This service gives families quicker and more convenient access to safe and high quality healthcare. It includes the supply of appropriate medicines for 7 common conditions including earache, sore throat and urinary tract infections, aiming to address health issues before they get worse.

Accessing Pharmacy First services

The following table shows the 7 conditions pharmacists can manage across various age ranges.

Clinical pathway	Age range
Acute otitis media*	1 to 17 years
Impetigo	1 year and over
Infected insect bites	1 year and over
Shingles	18 years and over
Sinusitis	12 years and over
Sore throat	5 years and over
Uncomplicated urinary tract infections	Women 16-64

For the 7 common conditions, pharmacists will follow a robust clinical pathway which includes self care and, only if appropriate, supplying a restricted set of prescription only medicines without the need to visit a GP.



Further Information

For more information and to provide a participating pharmacy in our community, please use the following link:

www.england.nhs.uk/primary-care/pharmacy/pharmacy-services/pharmacy-first/

