



Co-op Academy
Leeds

Supporting your child to be successful at Co-op Academy Leeds

- Attendance
 - Holidays
 - Child Missing In Education
- Mobile Phones
 - How many hours per day should my child spend on their phone?
 - How do I check how long my child has been on their phone?
 - What are the dangers of a child using a mobile phone?
 - Mobile phones are a reward
- What time should my child go to bed?
 - Caffeine and sleep
 - Exercise
 - Environment
 - Set a routine
 - How can you make sure your child is not late?



Attendance

Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time.

Students who miss school frequently can fall behind with their work and do less well in exams. Good attendance also shows potential employers that a young person is reliable.

Your child should have an attendance of 95% or higher as a minimum.

If your child takes time off we follow a very clear process.



Reporting Absence

If your child is absent you must phone school **Call: 0113 380 7961**

Leave a message with your child's name, Year group and the reason why they are not in school. Medical appointments should be made for after school wherever possible. We may ask to see evidence of medical appointments.



Email

Absence Year 7,8,9 - jennifer.whitehead@coopacademies.co.uk

Absence Year 10, 11 - hannah.young@coopacademies.co.uk

Failure to notify us of your child's absence will be logged. This will then be used to support any legal work that takes place.



Penalty Notices

1st Offence

The first time a penalty notice is issued for absence, the cost will be: £160 per parent, per child. This will be £80 if paid within 21 days.

2nd Offence

The second time a penalty notice is issued for absence, the cost will be: £160 per parent, per child to be paid within 28 days. No reduced rate offered.

3 OR MORE OFFENCES (within 3 years)

If a third penalty notice is issued 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.



Holidays

Parents/carers are advised not to take students out of the academy for holidays during term time.

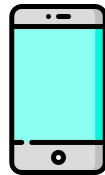
Absences which haven't been explained, or where the academy does not accept the explanation, will be treated as unauthorised. For persistent or frequent unauthorised absences, the school will work with the local authority Education Welfare team to improve attendance. This may result in legal proceedings against parents.



Child Missing In Education

If your child misses 20 consecutive school days they will be removed from roll. This means that your child will lose their place at Co-op Academy Leeds.

We have a waiting list so your child may have to travel out of the area to a new school.



Mobile Phones

Medical advice is no more than 2 hours per day.



How do I check how long my child has been on their phone?



Go to Settings > Digital Wellbeing & parental controls > Dashboard and check the time under Screen time.



Go to Settings > Screen Time and tap See All App & Website Activity. From there, you can see your usage, set limits for your most used apps and see how many times a device was picked up or received a notification

What are the dangers of a child using a mobile phone?

Like any piece of technology, phones have both benefits and risks. Many of the risks depend on how a phone is being used. There are some key concerns people have about children using phones in particular:

- Cyberbullying and harassment
- Unwanted or inappropriate contact strangers
- Over-sharing personal information, such as full name, location or images
- Accessing inappropriate content
- Spending too much money
- Excessive screen time can impact physical and mental health, this includes Repetitive Strain Injury and eyestrain.
- Behaving inappropriately or unkindly online



If you have concerns please come into school and talk to your child's head of year or email them your concerns.

Please do not delete any pictures/comments as this is needed as evidence.

- Year 7 - Mr Blair andy.blair@coopacademies.co.uk
- Year 8 - Mr Hudson theo.hudson@coopacademies.co.uk
- Year 9 - Miss Amirah amirah.shewkat@coopacademies.co.uk
- Year 10 - Miss Palmer amanda.palmer@coopacademies.co.uk
- Year 11 - Miss Watson heather.watson@coopacademies.co.uk



Mobile phones are a reward

Mobile phones are now part of everyday life, if your child is not following instructions you can take their phone until their behaviour improves.



What time should my child go to bed?



These bedtimes are provided based on medical research so your child thrives.

- Year 7 - 8:30pm → Year 10 - 10pm
- Year 8 - 9:00pm → Year 11 - 10pm
- Year 9 - 9:30pm



Caffeine and sleep

Good sleep hygiene begins in the day, with consideration of your child's food and drink intake. Caffeine is a stimulant that prevents sleep and can cause your child to stay awake for longer and find it more difficult to settle to sleep. Caffeine is present in drinks such as tea, coffee, cola, energy drinks and fizzy pop. If your child drinks these, try to limit their intake and avoid them altogether after lunchtime.



Exercise

Children may have difficulty in falling asleep if they have been inactive throughout the day. Encouraging your child, where possible, to undertake sports and to play outside can help to burn off energy and promote tiredness at the end of the day. Even going for a walk in the fresh air can be helpful.

We have a large enrichment programme available and you can see the schedule on our website. Encourage your child to attend.



Environment

Your child's sleeping environment should be a place where they feel safe and secure, but also be a place to sleep and not play.

The use of electronic devices (such as televisions, mobile phones and tablet computers) close to bedtime can prevent your child from settling to sleep. This is because they produce light that is good at suppressing natural hormones in the brain that cause sleepiness.

Ideally, these devices should not be used in the hours before bed and removed from your child's bedroom to create an environment that your child associates with sleep.

If your child uses these devices to help them fall asleep, consider replacing this routine with reading.



Set a routine

Having a bedtime routine and a set bedtime can help your child to understand what to expect and how they should behave. A routine can begin 30 minutes to two hours before bedtime and can include activities to help wind down, such as a warm bath/shower or reading a story.

Sticking to a set pattern each night will help your child to settle before bed and give them the time to calm down before sleeping.



How can you make sure your child is not late?

10 hours before bed: No more caffeine, 3 hours before bed: No more food, 2 hours before bed- Uniform ready for the following day, 1 hour before bed: No more screen time (shut off all phones, TV's and computers)

Set an alarm so your child has enough time to get ready and get to school.

Arriving late your child will miss valuable teaching and also get a 1 hour detention.



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Leeds



Why good attendance matters.

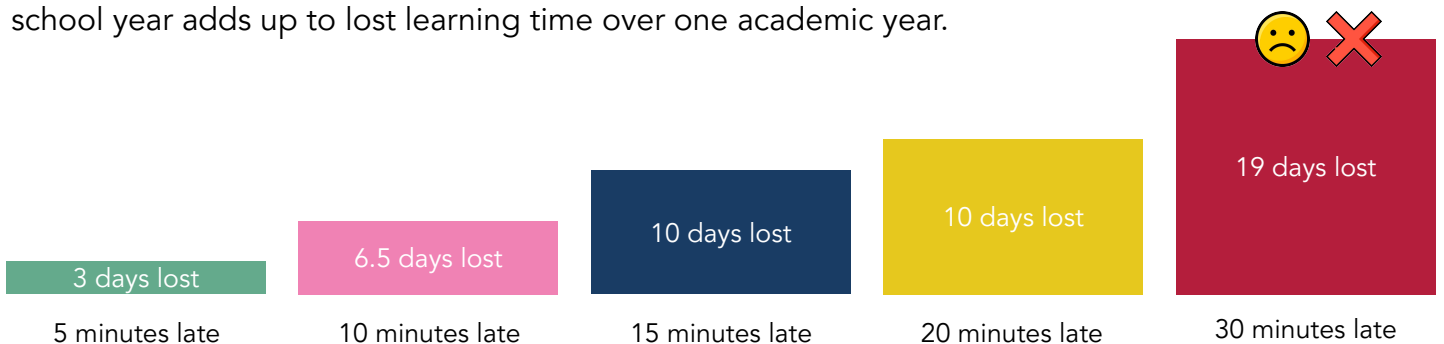
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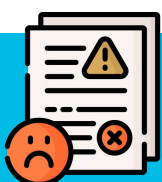
Research suggests that students who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime. Below is a table showing how children's percentage attendance equates to the amount of school time missed.

Attendance during one school year	Equivalent Weeks	Equivalent Lessons Missed
95%	2 Weeks	54 Lessons
90%	4 Weeks	114 Lessons
85%	6 Weeks	174 Lessons
80%	8 Weeks	228 Lessons
75%	10 Weeks	288 Lessons
70%	11.5 Weeks	342 Lessons
65%	13.5 Weeks	402 Lessons

It is also important to arrive at school on time. If a child arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time over one academic year.



If you need support getting your child into school or establishing a morning routine please contact
Miss Fox rebecca.fox1@coopacademies.co.uk



Being late or taking time off will impact on your GCSE results and life chances.

