



**Bishop
Young**
CHURCH OF ENGLAND
ACADEMY



Attendance at Bishop Young Academy

In Partnership to **Educate, Nurture & Empower**

WELCOME

We are delighted to welcome you and your child to Bishop Young Academy.

We are a vibrant school full of energy and determination and we offer excellent learning opportunities in addition to extracurricular activities. We equip young people aged 11 to 16 with the skills and confidence they need to head out into the world beyond school and lead happy, fulfilling lives. Our ambition is to work with families to produce well rounded young people who not only achieve their potential academically but have a strong self-belief and a desire to achieve.

This guide focusses on attendance, where we aim to share with you why attendance is important, what we do in school to help with absence issues and who is there to offer support.

We truly believe that by working together, Bishop Young Academy will give your young person an excellent education, fantastic pastoral support, and happy memories of school.

Did you know?

If your child misses one day of school a fortnight by the time they finish in Year 11, they will have missed the equivalent of one whole school year....
so that will be like sitting your GCSEs one year early.



THE WORLD IS RUN BY THOSE WHO TURN UP

We know you want your child to do well in life, a good education will lead to more opportunities and a greater chance of success.

We have the evidence; regular attendance at school will result in your child:

- Achieving higher grades at GCSE ¹
- Having happier friendships.
- Developing resilience and routines that reduce stress.
- Having improved opportunities for college & employment.

Young people who are in school are less likely to become involved in criminal activity, whereas young people who are out of school are at greater risk of exploitation by being groomed on-line or in the community.

Many of the young people we welcome to Bishop Young have additional vulnerabilities, for these students' good attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Research shows a clear link between young people who regularly miss school and serious problems later in life. For example, 90% of young offenders had attendance of 90% or less.

More detailed information on our expectations and the process to follow if your child is ill can be found in the [Attendance Policy](#) on the school website.

Did you know?

59% of adults in prison reported regularly playing truant ²

In 2019, the 30 highest achieving students in Year 11 all had attendance above 96%

Contrastingly, the students with the lowest performance were all persistent absentee students with attendance below 90%

¹ DfE Working Together to Improve Attendance "The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment."

² Ministry of Justice, Prisoners' childhood and family backgrounds report

COMMUNITY PARTNERSHIP

At Bishop Young Academy we are very proud to belong to the community of East Leeds and the wider Leeds area, we are a values driven school and seek to work with our local partners to make our school the very best it can be.

LEEDS UNITED FOUNDATION



Bishop Young Academy is a Partner School with Leeds United Foundation. Mr Bryant who works for the Academy and Leeds United Foundation is based in the Academy four days a week. Mr Bryant runs programmes in school to help improve young people's interest in learning and education and to create opportunities for enterprise, employability and personal development.

OUR ATTENDANCE TEAM

Our dedicated Attendance Team are on-hand to support you and your child with any attendance related issues, between them they have a wealth of experience and are passionate about education. They are incredibly approachable and always willing to help.



Hello!

My name is Danielle Monkhouse, and I am Attendance and Family Liaison Lead at Bishop Young Academy.

I am passionate about supporting families and working towards better outcomes and experiences for students. In my role, I am responsible for monitoring attendance, implementing strategies, complying with current legislation, and working with the whole staff team in the continuing efforts to raise and sustain attendance and punctuality levels.

Mrs Danielle Monkhouse

Attendance and Family
Liaison Lead

I work collaboratively with the attendance and pastoral teams to monitor pupil attendance and put support in place to overcome any barriers that students may be experiencing which effect their school attendance. I enjoy developing relationships with students and families and encourage regular and consistent communication between home and school so that effective, targeted support can be put in place where needed. Bishop Young is proud to be an inclusive school which celebrates the success of all students.

I am passionate about fostering a positive school culture that values regular attendance and as Designated Safeguarding Lead, also working closely with vulnerable student populations.

All students with attendance above the school target of 96% receive regular and meaningful rewards such as positive points for improved or sustained attendance, highest attendance awards, the 100% Attendance Club, and rewards assemblies.

✉ dmonkhouse@bishopyoungacademy.co.uk ☎ 0113 320 0437

OUR ATTENDANCE TEAM



Miss Kelly Hunter
Attendance Officer and
Outreach Worker

Hello!

My name is Kelly Hunter and I have recently been appointed as Attendance Officer and Outreach Worker at Bishop Young Academy.

As a qualified support admin assistant working in the SEN department with the most vulnerable students, I have 5 years of experience working in schools and I am very passionate about supporting students, families and the community. I am excited about my new role and working as part of a team.

One of my main responsibilities is checking, improving attendance and punctuality, working with families and building relationships to help support better outcomes. I am really looking forward to my new role and hope to have your support with this in building positive relationships.

✉ kelly.hunter@bishopyoungacademy.co.uk ☎ 0113 320 1361



OUR ATTENDANCE TEAM



Hello,

My name is Georgia Nevin, and I am proud to serve as the Attendance and Behaviour Officer here at Bishop Young Academy.

My role is all about supporting our students to be their very best.

Miss Georgia Nevin

Attendance and Behaviour
Officer

This includes:

- Promoting regular attendance and punctuality to school and lessons.
- Working closely with families to help their children thrive.
- Supporting students through any academic or personal challenges they may face.
- Enhancing student wellbeing across the academy.

One of the most rewarding parts of my job is celebrating our students' hard work and achievements. Whether it's through once-in-a-lifetime trips, Leeds United match tickets, exclusive kit and merchandise, or match tickets for families, recognising success is at the heart of what I do.

If you'd like to get in touch, feel free to contact me at:

✉ gnevin@bishopyoungacademy.co.uk



OUR ATTENDANCE TEAM



Hello,

I'm Nicola Smith, an Attendance and Outreach Worker with four years of dedicated experience helping students and families.

I'm passionate about building strong relationships, removing barriers to regular school attendance, and creating welcoming environments where every student feels supported.

Miss Nicola Smith

Attendance and Outreach Worker

Over the past four years, I've worked closely with school administrators, teachers, families, and community partners to:

- Identify attendance challenges early and develop personalised plans
- Track attendance data, evaluate program impact, help build stronger family-school partnerships, and greater student engagement.
- Establish open, empathetic communication with students and caregivers to gain trust and find workable solutions.

I believe that every student deserves the chance to succeed, and that regular attendance is the first step towards academic achievement and personal growth.

In my work, I:

- Listen closely to understand each student's unique circumstances.
- Partner with families and external agencies to remove practical and emotional barriers.
- Celebrate small wins - because each day a student shows up is a victory worth acknowledging.

I am always eager to explore new partnerships and always have a listening ear for any worries, concerns, or thoughts and/or feelings that you may need to speak about.

If you would like to discuss any of the above, please feel free to reach out:

✉ nsmith@bishopyoungacademy.co.uk



At Bishop Young Academy we understand the pressure in society that many of our young people face including low self-esteem, stress and anxiety amongst many others.

The Wellbeing Lead is responsible for promoting cultural capital, emotional health and wellbeing of both students and staff, helping students to develop resilience and will refer to outside agencies where further support is required. The Wellbeing Lead promotes positive mental health across the academy.

The Wellbeing Lead may work with students who are returning to school after a period of absence and has access to many in-house resources to help the student overcome obstacles.



Hello!

I'm Deborah Quinn and I have the privilege of serving as the Wellbeing Lead at Bishop Young Academy.

I have over 20 years of experience in secondary education, I transitioned from classroom teaching to supporting staff several years ago now, bringing a wealth of knowledge and a deep commitment to fostering positive mental health within our school community.

Mrs Deborah Quinn

Wellbeing Lead

Drawing on my experience as a teacher, I am well-positioned to support our students by understanding the full scope of their educational journey. I am attuned to the expectations of teaching staff and aim to align these with students' needs, fostering a collaborative environment that drives collective success.

In my capacity as Wellbeing Lead, I am dedicated to:

- Supporting Students: Providing guidance and strategies to help students feel confident, resilient, and capable of achieving their full potential.
- Promoting Positive Mental Health: Implementing initiatives that encourage self-care, emotional awareness, and a positive outlook on life.
- Collaborating with Staff: Working alongside educators and support staff to create an environment where mental health is prioritized and supported.
- Engaging with Families: Building strong partnerships with parents and carers to ensure a holistic approach to student wellbeing.
- Delivering Thrive interventions: Thrive has become a passion of mine. A relational approach that looks at the emotional needs of a student not their chronological age. Sessions that aim to enable students to be more resilient and providing them with the skills needed to face life's challenges.

I believe that positive mental health is central to everyone's happiness and success. By equipping students with the right strategies and support, we can help them navigate challenges, build resilience, and thrive both academically and personally.

✉ dquinn@bishopyoungacademy.co.uk

Family Support for a Child Not Attending School or Showing Reluctance to Attend

The sooner parents alert school to a problem, the quicker a solution can be found. Our experience tells us the longer a child stays off school, the more difficult they can find it to return. Our Attendance Team will take swift action to support you and look for ways to remove the barriers that are impacting your child attending regularly. We may visit your home to perform a welfare check or hold a meeting. The Attendance Team may suggest other agencies who can offer you support; they will talk to you about this before making any referrals. (We would only make a referral without permission if we believed a child was at risk of serious harm).

Bishop Young Academy works with many agencies in the Leeds area including Early Help, Mind Mate, Leeds LA, counselling services, Leeds Cluster RES team, CAMHS, local GP's and the Virtual School. Our school has excellent relationships with many local charities, many of whom offer support to local families. If we feel a student, or their family, need support we will investigate and find the most appropriate agency to help them.



CASE STUDY - JAMIE

Jamie suddenly stopped attending school when he was in Year 8. School tried to contact his parents and did several home visits but were unable to locate the family, the police became involved as this was a safeguarding concern. This led to mum getting in contact with school and a meeting being held. Jamie spoke at the meeting, and Mrs Fox was able to ascertain the barriers that were preventing him coming into school. To support Jamie back into school his timetable was changed so he was in the same lessons as a friend, he was also given a pass to the Ark, our nurture space, and an early exit pass. Mrs Fox and the Head of Year check in with Jamie on a regular basis and they are confident that Jamie will talk to a member of staff if he has any problems.

***All names have been changed to protect privacy.*

HOW CAN PARENTS AND CARERS HELP?

We are keen to work with parents, carers and extended family to support our students, as an Academy we care deeply that you feel you can speak to us. Here are some tips on how you can help your child have a good attitude to attendance:

- Set the expectation that your child comes to school every day.
- Book any medical/dental appointments outside of school hours, wherever possible.
- Help them get ready for school the night before, so the mornings are calm.
- Allow plenty of time in the morning so your child is on time.
- Contact us if you feel there is something upsetting your child at school.
- Encourage your child to have good sleep routines (electronic devices are put away at bedtime).
- Let us know if your family are going through a difficult time, such as a bereavement, so we can take extra care of your child.

CASE STUDY - MARIA

Maria had good attendance and was doing very well in school when she stopped attending. When Mrs Fox started working with the family it transpired the family were facing significant issues relating to an incident from when Maria was younger. The family were struggling to cope and needed support. Mrs Fox made a referral to Early Help and the family are now receiving support and life is getting better slowly. Maria has slowly started returning to school, Mrs Fox agreed a parttime timetable and Maria is gradually increasing the amount of time she spends in school. Maria has access to the Ark and completes some lessons in the library. Maria also accesses the Wellbeing Team.

***All names have been changed to protect privacy.*



Please do not take holidays in term time, we know the temptation is great because of the financial saving, but your child will miss valuable learning. It can also give the message that school is not important.

SUPPORTING YOUNG PEOPLE AFTER A PERIOD OF ABSENCE

It can be daunting returning to school after a period of absence, young people can worry about the learning they have missed as well as changes in friendship groups. Depending on how long your child has been off school we will tailor a plan to help them catch up.

If the absence has been for a relatively short period of time, we will use the Teams learning platform for guided self-learning, where there will also be a teacher available to offer support when needed.

Sometimes, it cannot be helped, and young people have an extended absence from school. In these situations, the young person will need more support and motivation before they can comfortably settle back into school life. In these situations, the young person will be supported by specialist teachers in small groups or on a 1-2-1 basis. The Attendance Team will also be on-hand to offer pastoral care.

CASE STUDY - DAISY

Daisy is now in Year 10, she has moved between secondary schools and had a period when she was being educated at home. Daisy has a health condition that her Mum worries about, Mum has felt let down in the past that Daisy has not been able to administer her medication properly at her previous school and would often allow Daisy to stay at home.

Mrs Beaumont, our Office Manager, was able to build a good relationship with Mum and by understanding Mum's concerns she was able to put a plan in place to support Daisy. Mrs Beaumont sees Daisy most days and oversees her medical needs. This has given Daisy's mum the reassurance she needs to encourage regular attendance. Daisy's Mum now provides copies of any medical appointment cards so absences for hospital appointments are always authorised.

Mrs Beaumont has said she has watched Daisy grow in confidence and she is delighted that Daisy is now a member of the school's Student Senior Leadership Team.

*** All names have been changed to protect privacy.*



ACADEMIC MENTORING PROGRAMME

At Bishop Young Academy we also have an Academic Mentoring programme to ensure no child is left behind.

English Academic Mentoring

The role of an Academic Mentor in English is multifaceted. Academic mentors take small groups of students to support them in a variety of ways. Some groups may be new to country, or have low attendance, and need support in order to read and understand the texts we study in Literature. There is a lot of content to remember to be successful in exams so this element of the role is vital. A lot of time is spent revising and recalling key quotations to enable students to do well in this subject. They also take groups to support with academic writing and analysis of language within the Literature curriculum.

In addition to this, Academic Mentors also support students with the skills needed for English Language. Students need to be able to craft their writing, making use of varied punctuation and sentence types to deliver a clear message to the reader. Academic mentors work on the skills required to write for a purpose, including tasks such as: letters, speeches, reports, leaflets, articles and reviews. They also support students with the creative writing element of the curriculum, enabling them to generate ideas and craft an interesting narrative. Skills of proofreading are invaluable and are explicitly taught by the Academic Mentors.

At BYA we have a high number of students whose first language is not English who access our TEFL provision (Teaching English as a Foreign Language). The Academic Mentor also supports these groups, both within lesson and in smaller intervention groups. This enables students to gain confidence and ability in English and helps them to flourish academically across the curriculum.

Miss Lambert
Achievement Director of English

ACADEMIC MENTORING PROGRAMME

Maths Academic Mentoring

The Academic Mentor works closely with teachers to build programmes that help students to catch up on missed work if they have been absent, or to fill gaps in students' knowledge so that they can better access the work in mathematics lessons. Furthermore, when students need some extra challenge, the Mathematics Mentor will set work that deepens students' understanding. Work for students is bespoke to the student or small group of students and is designed by the academic mentor alongside the class teacher.

Before starting work with students, the Academic Mentor will usually spend a short period of time working alongside the students in their maths lessons, to both get to know the students and to better understand their needs.

The work set by the Mathematics Mentor targets both the basic skills for students that are needed to access the curriculum and the practical application of these skills. There is a focus on application to problem solving and on how these skills are used in everyday life.

We want all students to be sufficiently numerate so that they can apply what they learn, not only in lessons, but more importantly in the future. Students of all abilities have access to the Mathematics Mentor.

Mr Gowland

Achievement Director of Maths

Did you know?

Your child will
miss 35 lessons if
they're absent for
5 days



KEY CONTACTS

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Miss Georgia Nevin

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Miss Nicola Smith

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Mrs Deborah Quinn

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**If your child is ill, please call
0113 320 0437**

Bishop Young Academy is a safe and welcoming family, where all God's children are valued and all are enabled to flourish. We rejoice in the diversity of the many individuals who make up our community, as we learn to live well together and to serve one another in love.