

1. How have we written this policy?

This attendance policy is primarily for families and parents to help them understand how we approach attendance at [insert school name]. Therefore, we have written this policy with a group of parents to make sure that it is as clear and helpful as it can be.

2. Attendance is important

Attendance at school is deeply important. If students are not in school, they cannot participate in all of the valuable things school can bring. Developing academically is, of course, important, but being a part of a school community and the development of students' personal potential. is an equally important part of student's thriving at school. Therefore, we



Insert here the ways in which you will recognise and reward good and improving attendance. Make reference to student voice activity completed to capture students' views on how good and improving attendance should be rewarded

4. How can families help?

We are here to support families so that students have good attendance and punctuality. We appreciate families' support in three key areas: getting to school regularly, getting to school on time and letting school know when a student is absent.

Regular attendance

Regular attendance is really important to a student's personal and academic development. Families can help with regular attendance by taking holidays in school holidays, booking medical and other appointments outside of the school day if this is possible, and making sure that if a student is well enough to come to school, they do attend. We encourage students to attend school at least 97% of the time. When a student's attendance drops to 95%, this is the equivalent of being absent for half a day a fortnight. Missing this much school means that a student falls behind in their learning, misses personal development activities and extra-curricular activities.

Being on time

Students need to arrive on the school site by [insert the time that the school requires students on site]. Being on time is important so that the day can start crisply and students are ready for the school day.

The register is open until [insert times register closes]. Students who arrive after [insert session start times] but before the register closes will be recorded as late. If a student arrives after the register closes, they have to be marked as absent for the morning and/or afternoon session.

Letting school know about absence

Of course, there are unforeseen occasions when a student needs to be absent. We ask that families support the school by letting us know the reasons for any absence straight away. [insert arrangements for letting school know].

If families/parents know in advance that a student will be absent, we appreciate families letting us know in advance. [insert arrangements for notifying foreseen absence]. Sometimes, we might ask to see appointment confirmations or medical details. This could be when absences are repeated or longer term, for example.

There are very limited circumstances in which we can authorise holidays during term time. If families are planning to go on holiday during term time, we request that you [insert how families parents are to request leave of absence from the headteacher] before booking. You can ask for a form in the school office. The reasons for a term-time holiday need to be exceptional for the headteacher to authorise them. Each case is treated individually.

Another way that families can help is to make sure that when there is an appointment that has to take place during the school day, students come back into school as soon as possible after the end of the appointment. This means that the minimum amount of school time will be missed.

Talk to us

We know that sometimes, school attendance can be difficult for students. We are here to help. If attendance is starting to be problematic, please contact the school office and ask to speak to [insert SLT attendance lead]. We will work with you to try to overcome any barriers.

There are others in school that can help, too. [outline pastoral links and give easy ways to contact them.]

5. Supporting students, families and parents if attendance becomes a problem

We want to work in partnership with students and their families to promote good attendance. Therefore, we will keep a close eye on attendance so that we can help where necessary.

Our approach to supporting families to improve attendance will follow this process:

This is what you can expect from us in response to students!

| | | |
|--|--|---|
| <p>97-100% missing around 6 days</p> | <p>The Green Zone</p> | <p>When a student's attendance is in this zone, this is ideal. Student will be benefiting from the full range of what school has to offer.</p> |
| <p>93-96.9% missing around 14 days</p> | <p>The Yellow Zone Emerging concerns</p> | <p>When a student's attendance is in this zone we will begin to keep an eye on attendance patterns. This way, we can get in touch with you to see if any support is needed.</p> |
| <p>90-92.9% Missing around 19 days</p> | <p>The Amber Zone Concerns</p> | <p>When a student's attendance is in this zone, we will get in touch with families/parents and families to let them know. We will ask you if there's any help you need because we know that there is a real risk of a student falling significantly behind and missing out.</p> |
| <p>Below 90% Missing more than 20 days</p> | <p>The Red Zone Significant concerns</p> | <p>When a student's attendance is below 90%, this is classified as 'persistently absent'. This is a real worry. We will ask families and students to have a discussion with us and to make a plan to improve attendance really quickly so that attendance is back on track.</p> |

There is a range of attendance support available from school. There is also a range of support available from other organâ

- c. Attendance leaders
 - d. The senior member of staff responsible for attendance
 - e. Headteachers
4. Other agencies such as the Local Authority
 5. Local Academy Advisory Committees
 6. The CEO and Director of Education
 7. The Trust's Board of Directors

What can students do to make sure attendance is excellent?

Students can make sure attendance is excellent by being ready for school each day. The extent to which students are independent in being ready will depend on their age and development. It can be helpful for students

working with pastoral staff to help students to catch up after long-term absence.

What is the role of pastoral staff?

(Insert here the expected relationship between pastoral staff and families. This is likely to be unique to the schools organisation and context)

What is the role of attendance leaders?

What is the role of the senior member of staff responsible for attendance?

The senior member of staff for attendance is responsible for the overall strategy

If

