



# **Windsor Academy Trust**

**(Insert Academy Details)**

## **Attendance Policy (Primary)**

**Responsible Committee:**

**Education Performance and  
Standards Committee**

**Implementation date:**

**September 2024**

**Next review date:**

**September 2025**

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**1. How have we written this policy?**

This attendance policy is primarily

[Redacted]

[Redacted]

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

#### 4. How can families help?

We are here to support families so that pupils 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 pupil is absent.

#### Regular attendance

Regular attendance is really important to a pupil'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 pupil is well enough to come to school, they do attend. We encourage pupils to attend school at least 97% of the time. When a pupil'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 pupil falls behind in their learning, misses personal development activities and extra-curricular activities.

#### Being on time

Pupils need to arrive on the school site by 8.45am. The time that the school expects pupils to arrive for is 8.45am. Pupils should arrive at school by 8.45am. Pupils should arrive at school by 8.45am.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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, pupils 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 pupils. 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 pupils, families and parents if attendance becomes a problem**

We want to work in partnership with pupils 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:

ASUF  
This is what you can expect from us in response to



- 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 pupils do to make sure attendance is excellent?**

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

- make a list of what needs to be done each night before school the next day;
- check each night to make sure that, for example, uniform is ready, iPads are charged and homework is completed;
- speak to a trusted adult in school as soon as there is a problem, especially if something makes school uncomfortable or feel unsafe;
- if attendance problems happen, work with adults in school to understand why.

**What can parents and families do to make sure attendance is excellent?**

Parents and families play a very important role in making sure that attendance is excellent. They can help by:

- promoting regular attendance at home, not taking holidays during school time,
- booking medical appointments outside of school time

attend for

## **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 for attendance. This includes:

- making sure that everyone plays their role in attendance;
- the data sharing strategy;
- the listening strategy;
- the mental health and well-being strategy;
- the overall family and parent partnership strategy;
- drawing together the half-termly attendance review;
- sharing the review with all staff;
- making sure that communication with parents and families is effective, especially relating to pupil illness;
- making sure that all pupils in the 'Amber Zone' have home contact and monitoring;
- making sure that all pupils in the 'Red Zone' have family and parent meetings and attendance action plans;
- making sure that interventions to improve attendance are put in place;
- making sure that action plans and interventions are reviewed and adapted as necessary;
- making sure that the 'local offer' map is complete and kept up-to-date;
- making sure that attendance coding is accurate and consistent;
- advising the headteacher on findings and legal action where necessary.

## **What is the role of the headteacher?**

The headteacher is pivotal in making attendance a key priority for everyone. Headteachers will:

- make sure that attendance policies are implemented well, and everyone knows their role;
- look at attendance daily and make sure that everyone involved is playing their part well, especially the senior leader for attendance;
- make decisions around authorising term-time holidays only in exceptional circumstances, fines and legal routes to secure good attendance when this is needed;

## **What is the role of Local Advisory Bodies?**

Local Advisory Bodies will promote the importance of attendance through all of the work they do;



they will receive a report at each meeting showing how attendance is going and what is being done to improve it.

**What is the role of the CEO and Director of Education?**

Attendance is a top priority for everyone. Therefore, senior Trust leaders will:

[Redacted text block]

[Redacted text block]

traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

## **D: Legal sanctions**

We would much rather sort out attendance problems by talking with pupils, families and parents. However, the school, local authority and police can fine parents/carers for unauthorised absences of a child from school, where the child is of compulsory school age. We will always use fines in line with the Department for Education's guidance.

### **Headteachers are likely to issue fines for term-time holidays except in exceptional circumstances.**

If issued with a fine or a penalty notice, the first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Penalty notices can be issued by a Headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year;
- one-off instances of irregular attendance, such as holidays taken in term time without permission;
- where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## **E: Keeping and maintaining attendance registers**

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- present;



This policy links to the following policies:

child protection and safeguarding policy;  
behaviour policy.

This policy meets the requirements of the  
from the Department for Education (DfE), and refers to the DfE's statutory guidance on  
. These documents are drawn from the  
following legislation setting out the legal powers and duties that govern school attendance:

part 6 of  
part 3 of  
part 7 of