

(Insert Academy Details)

This attendance policy is primarily for families



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



1. Students
2. Parents and families
3. Adults in schools including
 - a. Teachers
 - b. Pastoral staff
 - c. Attendance leaders
 - d. The senior member of staff responsible for attendance
 - e. Headteachers
4. Other agencies such as the Local Authority

- leaders and others in school as relevant;
- working with families to understand these patterns;
- working with pastoral staff when attendance is in the amber or red zones to make action plans to improve attendance
- welcoming students back after an absence.
- working with pastoral staff to help students to catch up after long-term absence.

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

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 student illness;
- making sure that all students in the 'Amber Zone' have home contact and monitoring;
- making sure that all students 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.

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.

Valid reasons for authorised absence include

Illness (including mental illness) and medical/dental appointments

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's family/parents/carers belong. If necessary, the school will seek advice from the family/parents'/carers' religious body to confirm whether the day is set apart.

Traveller students 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 student is attending educational provision.

We would much rather sort out attendance problems by talking with students, families and parents. However, the school, local authority and police can fine parents/carers for unauthorised absences of a



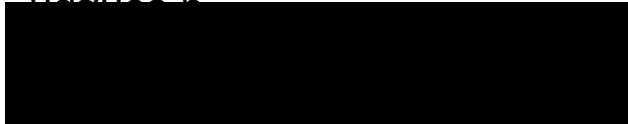
Attending an approved off-site educational activity
Absent
Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

The original entry
The amended entry
The reason for the amendment
The date on which the amendment was made
The name and position of the person who made the amendment

See appendix ~~ix~~





This policy links to the following policies:

Child protection and safeguarding policy
Behaviour policy

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

Part 6 of [The Education Act 1996](#)
Part 3 of [The Education Act 2002](#)
Part 7 of [The Education and Inspections Act 2006](#)
[The Education \(student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

[School census guidance](#)
[Keeping Children Safe in Education](#)
[Mental health issues affecting a student's attendance: guidance for schools](#)

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Windsor Academy Trust's Performance and Standards Committee.

The following codes are taken from the DfE's guidance on school attendance.



Off-site educational activity

Pupil is at a supervised off-site educational activity approved by the school

Dual registered

Pupil is attending ^f



The Y code now looks like this:

Y1: Absence due to transport normally provided not being available;

Y2: Widespread disruption to travel;

Y3: For when part of a school is