



GREENWOOD ACADEMIES TRUST

# Skegby Junior Academy

## Attendance Policy and Protocol

**Approved by:** C Bennett

**Date:** September 2026

**Next review date:**  
September 2027

## Introduction

At Skegby Junior Academy, we are committed to ensuring that every pupil attends school regularly and punctually so that they can fully benefit from the education, opportunities and support available to them. Excellent attendance is fundamental to pupils' academic achievement, wellbeing, sense of belonging and future success. We recognise that pupils who attend school consistently are more likely to make strong progress, develop positive relationships and engage fully in school life.

We believe that attendance is everyone's responsibility. By working in partnership with pupils, families, staff and external agencies, we aim to create a culture where attendance is valued, barriers are addressed promptly and every pupil feels safe, included and motivated to attend.

Parents and carers have a legal responsibility to ensure that their child receives a suitable education and attends school regularly. Absence from school can have a significant impact on learning, progress and attainment. Where attendance concerns arise, we will work proactively with families to provide support and challenge, ensuring pupils receive the education to which they are entitled.

### At Skegby Junior Academy, we:

- Provide a welcoming, inclusive and nurturing environment where every pupil feels safe, valued and a strong sense of belonging.
- Promote a positive culture of attendance and punctuality, recognising the link between attendance, wellbeing, engagement and achievement.
- Expect all pupils to attend school every day and arrive on time, ready to learn.
- Work closely with parents, carers and external agencies to overcome barriers to attendance and support pupils to achieve good attendance.
- Monitor attendance rigorously and intervene early where concerns arise.
- Celebrate and recognise good attendance and punctuality.
- Ensure pupils who are absent receive appropriate support to minimise the impact on their learning.
- Strongly discourage leave of absence during term time, as this disrupts learning and progress.

In line with government guidance, leave of absence during term time will only be authorised in exceptional circumstances. Family holidays should be taken during school holiday periods, as the Academy will not authorise absence for holidays during term time

Through our commitment to high attendance, we aim to ensure that every pupil is present, engaged, successful and able to achieve their full potential.

### How to notify the Academy of an absence

- If your child is unable to attend school due to illness or unavoidable circumstances, please contact the school on each day of absence by contacting the school office on 01623 460329, emailing [admin@skegbyjunioracademy.org](mailto:admin@skegbyjunioracademy.org) or by using the ClassDojo messaging service.
- If your child needs to be absent from school for a planned reason, please let us know as soon as possible. This includes unavoidable medical or dental appointments during the school day.
- To notify us of a planned absence, please complete an Exceptional Absence Request Form. Forms are available from the school office and can also be sent to you via email upon request.

## 1. Aim

At Skegby Junior Academy, high attendance and punctuality are key priorities. We believe that regular attendance is essential for pupils' educational achievement, wellbeing, personal development and future success. Every pupil is entitled to a full-time education, and we are committed to ensuring all pupils have the opportunity to benefit fully from their learning and wider school experiences.

This policy reflects our commitment to meeting the requirements of the Department for Education's [Working together to improve school attendance: July 2026](#) guidance and to creating a positive culture where good attendance is valued, expected and supported.

We aim to:

- Promote high levels of attendance and punctuality for all pupils.
- Ensure every pupil can access the full-time education to which they are entitled.
- Identify and address barriers to attendance at the earliest opportunity.
- Reduce absence, including persistent and severe absence.
- Work in partnership with families and external agencies to support good attendance.
- Create a culture where regular attendance is recognised as a shared responsibility and a key factor in pupil success.
- Safeguard pupils by responding promptly to attendance concerns and patterns of absence.
- Through a supportive and consistent approach, we seek to ensure that every pupil attends school regularly and is able to achieve their full potential.

## 2. Legislation and guidance

This policy is aligned with the Greenwood Academies Trust (GAT) Attendance Policy and reflects current legislation and statutory guidance relating to school attendance, including the Department for Education's *Working Together to Improve School Attendance*.

Attendance is closely linked to safeguarding and behaviour. We recognise that poor attendance may indicate that a pupil requires additional support, and attendance concerns will be identified and addressed promptly to ensure pupils are safe, supported and able to access their education.

## 3. How we promote a culture of high expectations in attendance and punctuality

At Skegby Junior Academy, we believe that good attendance and punctuality are essential to pupils' achievement, wellbeing and personal development. We promote high expectations by working in partnership with pupils, parents and carers to ensure every child attend school regularly and arrives on time.

We promote high expectations by:

- Communicating clear expectations that all pupils should attend school every day and arrive on time, unless absence is unavoidable.
- Working in partnership with parents and carers to promote the importance of good attendance and punctuality and to address barriers to attendance at the earliest opportunity.
- Providing appropriate support for pupils and families who may need additional help to improve attendance, including working with external agencies where necessary.

- Ensuring that pupils returning after a period of absence are welcomed and supported to re-establish routines and engage fully in learning.
- Monitoring attendance and punctuality closely to identify patterns of concern and intervene early.
- Celebrating and rewarding good attendance and punctuality

#### Attendance and punctuality are recognised through:

- A daily Dojo point for every pupil who attends school.
- Weekly attendance and punctuality celebrations in assembly.
- Weekly recognition of classes achieving attendance above 96%.
- Weekly Punctuality Clock awarded for the class with the fewest late minutes.
- Termly attendance celebrations

Through clear expectations, timely support and positive recognition, we aim to ensure every pupil attends regularly and is able to achieve their full potential.

## 4. Academy Responsibilities

The academy will:

- Promote a whole-school culture where high attendance and punctuality are expected, valued and celebrated by all members of the school community.
- Build positive relationships with pupils and families, listening to and understanding any barriers to attendance and working collaboratively to overcome them.
- Communicate clear expectations regarding attendance, punctuality and term-time leave, ensuring that all staff, pupils and parents understand their responsibilities.
- Ensure attendance and admission registers are completed accurately and in accordance with statutory requirements, with robust first-day response procedures and follow-up of unexplained absence.
- Monitor attendance, absence and punctuality data regularly to identify emerging concerns, vulnerable pupils and groups requiring additional support.
- Provide timely and proportionate intervention through a graduated approach of expect, monitor, listen and understand, facilitate support, formalise support and enforce where necessary.
- Communicate with all shareholders, Parents, Greenwood Academies Trust, Local Authority, and Government about attendance.
- Work closely with the local authority, safeguarding partners and other agencies to secure appropriate support for children and families when attendance concerns arise.
- Give particular consideration to pupils with SEND, medical needs, mental health needs, young carers, disadvantaged pupils and those with a social worker, ensuring reasonable adjustments and additional support are provided where needed.
- Support pupils returning from absence through reintegration planning, pastoral support and targeted intervention to rebuild confidence and learning routines.
- Promote and reward positive attendance and punctuality through assemblies, attendance incentives and recognition systems that celebrate both excellent attendance and improvements over time.

Where attendance does not improve despite support, the academy will work with the local authority to consider formal interventions, including attendance contracts, notices to improve, penalty notices and other legal measures, in line with statutory guidance and local authority procedures.

## Our expectations of attendance and punctuality

Pupils are expected to arrive at school for 8.30am each day, ready to learn.  
The morning register is taken at 8.30am and remains open until 8.45am.  
The afternoon register is taken at 1.00pm and remains open until 1.15pm.

Parents have a legal duty to ensure that their child attends school regularly and punctually. Once a child is registered at Skegby Junior Academy, they are expected to attend every day that the academy is open, unless an absence is unavoidable, such as through illness or where exceptional leave has been authorised by the academy.

For the purposes of this policy, the term parent refers to any adult who is responsible for the child's attendance and may include:

- A child's natural parent, whether married or not.
- Any person who has parental responsibility for the child.
- Any person who has day-to-day care of the child and with whom the child lives.

The academy will work in partnership with families to promote high levels of attendance and punctuality and provide support where barriers to attendance are identified. However, where attendance falls below expected levels, the academy will take appropriate action in line with this policy and statutory guidance.

## Parental Responsibility for Attendance

Parents have a legal duty to ensure that their child attends school regularly and punctually. Once a child is registered at Skegby Junior Academy, they are expected to attend every day that the academy is open, unless an absence is unavoidable, such as through illness or where exceptional leave has been authorised by the academy.

For the purposes of this policy, the term parent refers to any adult who is responsible for the child's attendance and may include:

- A child's natural parent, whether married or not.
- Any person who has parental responsibility for the child.
- Any person who has day-to-day care of the child and with whom the child lives.

The academy recognises the importance of working in partnership with parents and carers to promote good attendance and ensure every pupil can access their full educational entitlement.

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Contact the academy on 01623 460329, email [admin@skegbyjunioracademy.org](mailto:admin@skegbyjunioracademy.org) or use Dojo's messaging service to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return.
- Provide the academy with a minimum of two emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs. Fletcher (Attendance Officer), who can be contacted via telephone (01623 460329) or by emailing [admin@skegbyjunioracademy.org](mailto:admin@skegbyjunioracademy.org)

Pupils are expected to:

- Come to school every day unless they are unwell or there is another agreed reason for being absent.
- Arrive at school on time and ready to learn.
- Bring a positive attitude and be prepared to take part in all lessons and school activities.
- Follow the academy's routines and expectations throughout the school day.
- Talk to a trusted adult if they are worried about coming to school or if something is making it difficult for them to attend.
- Work with staff and their families to improve their attendance if support is needed.

We want all pupils to understand that every day counts. Being in school every day and on time helps children to learn, make friends, enjoy school life and achieve their very best.

The principal is responsible for:

- Leading the implementation and review of this Attendance Policy across the academy.
- Promoting a culture of high attendance and punctuality, ensuring that attendance remains a key academy priority.
- Monitoring attendance and absence data at a whole-school level and reporting trends, concerns and outcomes to the Trust.
- Evaluating the effectiveness of attendance procedures, interventions and improvement strategies.
- Monitoring the impact of support provided through partnership working with families, the local authority and external agencies.
- Working with local authority partners where formal attendance interventions are required, including attendance contracts, penalty notices and other statutory processes.
- Working with parents and carers of pupils with Special Educational Needs and Disabilities (SEND) to identify and remove barriers to attendance, including difficulties relating to transport, health needs or in-school factors.
- Liaising with the local authority where attendance concerns arise for pupils with an Education, Health and Care (EHC) Plan, particularly where attendance is affected by identified needs.
- Ensuring that attendance concerns are identified early and that appropriate support is put in place to improve outcomes.
- Communicating the academy's high expectations for attendance and punctuality regularly to pupils, parents and carers through a range of communication channels.
- Ensuring attendance responsibilities are understood by all staff and that attendance is promoted consistently across the academy.

The Attendance Champion is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers, and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Working collaboratively with staff to deliver targeted intervention and support to pupils and families

The attendance Champion is Mrs. Bennett and can be contacted via telephone (01623

460328) or by emailing [admin@skegbyjunioracademy.org](mailto:admin@skegbyjunioracademy.org)

The attendance officer is responsible for:

- Monitoring, analysing and tracking attendance and punctuality data to identify trends, patterns and pupils who may require additional support.
- Identifying pupils at risk of persistent or severe absence and ensuring timely intervention is put in place.
- Providing regular attendance reports to academy leaders and staff, highlighting areas of concern and progress.
- Working closely with pupils, parents and carers to understand and remove barriers to attendance.
- Completing first-day response procedures and following up unexplained absences promptly.
- Coordinating attendance support plans and monitoring the impact of attendance interventions.
- Working in partnership with the local authority and external agencies to support pupils and families experiencing attendance difficulties.
- Supporting the implementation of attendance procedures and ensuring attendance records are maintained accurately.
- Promoting the academy's high expectations for attendance and punctuality through regular communication with pupils and families.
- Escalating attendance concerns to the principal where additional support or formal intervention is required.

This role is central to ensuring that attendance is monitored effectively, barriers are addressed early, and pupils receive the support they need to attend school regularly and achieve their full potential.

The attendance officer is Mrs. Fletcher and can be contacted via telephone (01623 460329) or by emailing [admin@skegbyjunioracademy.org](mailto:admin@skegbyjunioracademy.org)

Teachers are responsible for:

- Promoting high expectations for attendance and punctuality in their classroom and reinforcing the importance of attending school every day.
- Completing attendance registers accurately and on time in line with academy procedures.
- Monitoring the attendance, punctuality and wellbeing of pupils in their class and identifying any emerging concerns.
- Building positive relationships with pupils and families to encourage regular attendance and engagement with school.
- Reporting attendance concerns, patterns of absence or punctuality issues promptly to the Attendance Officer or senior leaders.
- Supporting pupils who are returning from a period of absence and helping them to re-engage with learning.
- Working with academy leaders and families to implement strategies that improve attendance and remove barriers to learning.
- Recognising, celebrating and encouraging good attendance and punctuality through the academy's reward systems.
- Being alert to any safeguarding concerns that may be linked to poor attendance and reporting these in line with academy procedures.

Teachers play a vital role in creating a positive culture where good attendance is valued, expectations are clear and every pupil feels supported to attend school regularly and on time.

Administrative Staff are responsible for:

- Receiving and recording all absence notifications from parents and carers accurately on the academy's management information system.
- Ensuring that attendance registers and absence records are updated promptly and maintained in accordance with statutory requirements.
- Recording and monitoring late arrivals, ensuring that all pupils arriving after registration are signed in and their attendance records are updated accordingly.
- Following first-day absence procedures and notifying the Attendance Officer of any unexplained absences.
- Alerting the Designated Safeguarding Leads (DSLs) and Attendance Officer immediately when a pupil who is known to, or previously known to, Children's Social Care is absent from school.
- Escalating concerns regarding unexplained absence, persistent absence or attendance patterns in line with academy procedures.
- Referring parents and carers to the Attendance Officer where additional attendance support, advice or intervention may be required.
- Supporting communication with families regarding attendance matters, including letters, meetings and attendance-related information.
- Working closely with the Attendance Officer, safeguarding team and academy leaders to ensure attendance concerns are identified and addressed promptly.

Administrative staff play a key role in ensuring attendance information is recorded accurately, attendance concerns are acted upon swiftly, and safeguarding procedures are followed where absence may place a pupil at risk.

## 5. Recording attendance

The academy will:

- Maintain an accurate attendance register for all pupils and ensure registers are completed at the start of both the morning and afternoon sessions.
- Record attendance using the appropriate national attendance and absence codes in accordance with statutory guidance from School Attendance (Pupil Registration) (England) Regulations 2024.
- Record the reason for all absences and determine whether the absence is authorised or unauthorised.
- Follow up any unexplained absence on the first day of absence and continue to make appropriate enquiries until the pupil's whereabouts and welfare are established.
- Record late arrivals and distinguish between pupils who arrive before and after the close of registration.
- Monitor attendance information regularly to identify patterns, trends and pupils who may require additional support.
- Maintain attendance records securely and in accordance with data protection requirements.
- Share attendance information with parents, the Trust, the local authority and other relevant agencies where required by law or to support pupil attendance and wellbeing.

### Unplanned absence

If a pupil is unable to attend school due to illness or another unavoidable reason, parents and carers must notify the academy as soon as possible and no later than 8:30am on the first day of absence. Parents should provide the reason for the absence and, where possible, an expected date of return. The academy should be updated each day of the absence unless an alternative arrangement has been agreed.

Absences can be reported by:

- Telephone: 01623 460329
- Email: [admin@skegbyjunioracademy.org](mailto:admin@skegbyjunioracademy.org)
- Class Dojo messaging service

The academy will record the reason for the absence and determine whether it can be authorised in line with statutory guidance.

Where a pupil is absent and no reason has been provided, the academy will follow first-day absence procedures to establish the reason for the absence and ensure the pupil is safe. This may include telephone calls, messages, emails and contact with emergency contacts.

Where concerns exist regarding a pupil's welfare, and particularly where a pupil is known to or previously known to Children's Social Care, the Designated Safeguarding Lead (DSL) and Attendance Officer will be informed immediately, and appropriate safeguarding procedures will be followed.

The academy may request medical or other appropriate evidence to support an absence where there are concerns about a pupil's attendance, a high level of absence, or a pattern of repeated illness.

The academy will work in partnership with families to identify and remove barriers to attendance and provide support where required. However, where absence levels become a concern and do not improve, further attendance procedures may be implemented in line with this policy and statutory guidance.

### Planned absence

Parents and carers should notify the academy as far in advance as possible of any planned absence. This includes unavoidable medical, dental or other professional appointments that take place during the school day.

Medical and dental appointments will normally be authorised where the academy receives advance notification and, where requested, appropriate evidence of the appointment. Wherever possible, parents and carers should arrange appointments outside school hours. If this is not possible, pupils should attend school before and/or after the appointment and be absent for the minimum amount of time necessary.

Requests for any other planned absence during term time must be made in advance using the academy's yellow Exceptional Leave of Absence Request Form, available from the school office. Parents and carers should submit requests as early as possible to allow sufficient time for consideration. The principal will consider each request individually, taking into account the specific circumstances and the requirements of statutory attendance guidance. Parents and carers will be informed of the decision in writing. Leave of absence during term time will only be authorised in exceptional circumstances.

Further information about authorised and unauthorised absence, including term-time leave, can be found in Section 6 of this policy.

### Lateness and punctuality

Punctuality is an important part of good attendance. Arriving on time ensures that pupils are ready to learn, do not miss important teaching and can make a positive start to the school day.

The academy day begins at 8:30am. The morning attendance register is taken at this time and remains open until 9:00am. The afternoon register is taken at 1:00pm.

- Pupils who arrive after 8:30am but before 9:00am will be recorded as late before the register closes using the appropriate attendance code.
- Pupils who arrive after 9:00am will be recorded as having an unauthorised absence for the morning session unless a valid reason for the lateness is provided and accepted by

the academy.

- All pupils arriving after registration begins must report to the school office to be signed in and have their attendance recorded accurately.
- The academy will monitor lateness closely and identify pupils whose punctuality is causing concern.
- Parents and carers will be contacted where patterns of lateness emerge and may be invited to discuss strategies to improve punctuality.
- Where appropriate, the academy will provide support to help families overcome barriers that are affecting punctuality.
- Persistent lateness will be addressed in line with the academy's attendance procedures and may form part of a wider attendance support plan.

The academy actively promotes and celebrates good punctuality through:

- Weekly monitoring of class punctuality.
- Celebration of the most punctual class during assembly awarding the Punctuality Clock to the class with the fewest late minutes.
- Regular communication with pupils and families about the importance of arriving at school on time.

By attending school punctually every day, pupils maximise their learning time, develop positive habits and contribute to a calm and productive start to the school day.

## Following up unexplained absence

### First-Day Response and Unexplained Absence

The academy has a duty to safeguard all pupils and will follow up any unexplained absence promptly.

Where a pupil who is expected to attend school does not attend, or stops attending without explanation, the academy will:

- Make reasonable efforts to contact the parent or carer on the first day of absence to establish the reason for the absence and ensure the pupil's safety and wellbeing.
- Follow the academy's first-day response procedures, including contacting all available emergency contacts where necessary.
- Notify the Designated Safeguarding Lead (DSL) immediately where there are safeguarding concerns, particularly for pupils who are known to, or previously known to, Children's Social Care.
- Consider contacting Children's Social Care or other relevant agencies where the academy is unable to establish a pupil's whereabouts or has concerns about their welfare.
- Determine whether the absence should be authorised or unauthorised in line with statutory guidance.
- Record the appropriate attendance code as soon as the reason for absence is established and no later than five school days after the session.
- Continue to make appropriate enquiries where absences remain unexplained and maintain regular contact with parents and carers.
- Monitor ongoing absence closely and work with families to identify and address any barriers to attendance.
- Refer to the Attendance Officer, local authority and other relevant agencies for additional support where attendance concerns persist.

The academy will always take a child-centred approach, ensuring that unexplained absence is treated as a potential safeguarding concern until a pupil's whereabouts and welfare have been established.

## Reporting to parents/ carers

The academy recognises the importance of working in partnership with parents and carers to promote and maintain good attendance. Regular communication helps ensure that attendance concerns are identified and addressed at an early stage.

The academy will:

- Provide parents and carers with regular information about their child's attendance throughout the academic year.
- Share attendance information during parents' evenings and through annual written reports.
- Inform parents and carers promptly where attendance, punctuality or absence levels become a cause for concern.
- Contact parents and carers when a pupil is at risk of becoming persistently absent, so that appropriate support can be discussed and implemented at an early stage.
- Communicate attendance concerns in writing and, where appropriate, invite parents and carers to meetings to discuss barriers to attendance and agree strategies for improvement.
- Celebrate and acknowledge improvements in attendance and punctuality where appropriate.
- Ensure parents and carers are aware of their child's attendance percentage and the impact that attendance can have on learning, wellbeing and achievement.

## 6. Authorised and unauthorised absence

### Approval of term-time absence

The academy is committed to ensuring that all pupils attend school regularly and achieve the maximum benefit from their education. Parents and carers should not normally take pupils out of school during term time.

The Principal may only authorise a leave of absence during term time where an application is made in advance, there are exceptional circumstances and the request meets the specific circumstances set out in the [2024 school attendance regulations](#). The Principal will consider each request on its individual merits.

When considering a request, the academy will take into account:

- The pupil's attendance history and current attendance level.
- The circumstances and reasons for the request.
- The impact of the absence on the pupil's learning, progress and wellbeing.
- Any previous requests for leave during term time.
- Any supporting evidence provided by the parent or carer.

Requests for leave of absence should be submitted as soon as possible and, wherever practicable, at least four weeks in advance using the academy's yellow Exceptional Leave of Absence Request Form, available from the school office. The academy may request additional evidence to support the application.

Leave of absence will not be granted for the purpose of a family holiday.

Examples of absences that may be authorised include:

- Illness where attendance is not possible.
- Medical, dental or other healthcare appointments that cannot reasonably be arranged outside school hours.
- Religious observance, where the day is exclusively set apart for religious observance by the religious body to which the parent belongs.
- Traveller pupils travelling for occupational purposes, where this meets the requirements of attendance regulations.
- Other exceptional circumstances, which may include significant family events, bereavement, participation in recognised sporting, performing arts or educational events, or other unavoidable and exceptional situations.

The academy will consider all requests fairly, consistently and in accordance with attendance legislation and Department for Education guidance. Where a request is not authorised and a pupil is absent from school, the absence will be recorded as unauthorised and may result in further action in line with the academy's attendance procedures and local authority protocols.

## Legal sanctions

The academy's priority is always to work with families to improve attendance through support and early intervention. However, where attendance does not improve, or there are significant levels of unauthorised absence, the academy may work with the Local Authority to consider legal action.

This may include attendance contracts, a penalty notice or prosecution in line with national guidance and Local Authority procedures.

A Penalty Notice may be considered where a child has 10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period, including unauthorised term-time leave.

Parents will be offered support to improve attendance before legal action is considered. Each case will be reviewed individually, taking account of the pupil's circumstances and any support already provided.

## 7. Supporting pupils who are absent or returning to school

### Pupils absent due to complex barriers to attendance

Some pupils face significant or complex barriers that affect their ability to attend school regularly. Where attendance concerns arise, the Principal/Attendance Champion and SENDCO will work closely with pupils, parents, carers and relevant professionals to understand the underlying causes of absence and identify appropriate support.

The academy will:

- Take a supportive and individualised approach to attendance difficulties.
- Work in partnership with families to identify and address barriers to attendance.
- Develop and implement an attendance support plan tailored to the pupil's needs.
- Coordinate support from internal staff and external agencies where appropriate.
- Monitor attendance regularly and review the impact of support provided.
- Support pupils to successfully reintegrate into full-time education and establish positive attendance routines.

## **Pupils absent due to mental or physical ill health or SEND**

The academy recognises that attendance difficulties may sometimes be linked to a pupil's physical health, mental health or Special Educational Needs and Disabilities (SEND). In these circumstances, we will take a supportive and personalised approach to help pupils access education and maintain regular attendance.

The Principal/Attendance Champion and SENDCO will work closely with pupils, parents, carers and relevant professionals to:

- Understand the barriers affecting attendance.
- Make reasonable adjustments and provide appropriate support to meet the pupil's needs.
- Develop an individual attendance support plan where required.
- Monitor attendance and review the effectiveness of support regularly.
- Support pupils to gradually reintegrate into full-time education where appropriate.

Where a pupil has an Education, Health and Care (EHC) Plan and their attendance begins to decline, or where barriers to attendance are linked to their identified needs, the academy will work with parents, carers, the Local Authority and relevant services to ensure appropriate support is in place and that the pupil can access their education successfully.

## **Pupils returning to school after a lengthy or unavoidable period of absence**

The academy is committed to ensuring that pupils who have been absent for an extended period are supported to return successfully to school and re-engage with learning.

The Principal/Attendance Champion and SENDCO will work closely with pupils, parents, carers and relevant professionals to:

- Develop an individual reintegration plan where appropriate.
- Identify and address any barriers that may affect a successful return to school.
- Monitor the pupil's attendance, wellbeing and engagement during their return.
- Ensure the pupil feels welcomed, supported and able to access the full curriculum.

## **8. Monitoring attendance**

Attendance is monitored closely to ensure that pupils attend school regularly and receive the support they need to achieve their full potential. The academy follows a graduated approach of expect, monitor, listen and understand, facilitate support, formalise support and enforce where necessary.

The academy will:

- Maintain accurate attendance records through the academy's management information system, including attendance percentages, late arrivals, attendance trends and all communication with parents and carers.
- Follow first-day absence procedures, contacting parents and carers where a pupil is absent without explanation and taking appropriate safeguarding action where concerns arise.
- Monitor attendance, absence and punctuality data regularly to identify patterns, trends and pupils who may require additional support.
- Review attendance data at pupil, class, year group and whole-school level to evaluate the impact of attendance strategies and interventions.
- Work proactively with pupils and families where attendance concerns emerge, identifying barriers and providing support at the earliest opportunity.
- Monitor pupils whose attendance falls below expected levels and provide targeted support to prevent further decline.

- Recognise that pupils with attendance below 90% are classed as persistently absent and may require additional intervention and support.
- Consider requesting medical or other appropriate evidence where there are concerns about the authenticity or frequency of absence.
- Develop attendance support plans for pupils experiencing attendance difficulties and regularly review progress with families.
- Work with external agencies and complete an Early Help Assessment (EHA) where additional multi-agency support is required.

## Unauthorised Leave During Term Time

Requests for leave of absence during term time must be made in advance and will only be authorised where exceptional circumstances apply. Where a request is declined and a pupil is absent from school, the absence will be recorded as unauthorised.

In line with national guidance and local authority procedures, where a pupil accumulates 10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period, the academy may request that the Local Authority considers issuing a Penalty Notice.

The academy's approach is focused on early identification, partnership working and providing support so that all pupils can achieve the best possible attendance and access their full educational entitlement.

## Monitoring attendance

### Monitoring, Analysing and Using Attendance Data

Regular monitoring of attendance is essential in identifying concerns early, understanding barriers to attendance and ensuring that appropriate support is provided. The academy adopts a proactive and data-informed approach to attendance, in line with the principles of *Working Together to Improve School Attendance*.

The academy will:

- Monitor attendance, absence and punctuality data at pupil, class, year group and whole-school level on a weekly, half-termly, termly and annual basis.
- Regularly review attendance patterns to identify pupils, groups and cohorts whose attendance may be causing concern.
- Pay particular attention to vulnerable groups, including pupils with SEND, disadvantaged pupils, pupils with a social worker and those at risk of persistent or severe absence.
- Monitor and record late arrivals to identify emerging patterns of poor punctuality.
- Share attendance information with relevant staff to support early identification and intervention.

### Analysing Attendance

The academy will:

- Analyse attendance and absence data regularly to identify pupils who may require additional support.
- Identify historic and emerging attendance patterns and trends.
- Investigate barriers to attendance by working closely with pupils, parents, carers and relevant professionals.
- Use attendance data to inform targeted interventions and support strategies.

## Using Attendance Data to Improve Attendance

The academy will:

- Prioritise support for pupils who are persistently absent (below 90% attendance) or at risk of becoming severely absent.
- Provide regular attendance reports to the Principal/ Attendance Champion, Deputy Principal/SENDCO and Assistant Principal.
- Monitor the impact of attendance interventions and adapt strategies where necessary.
- Work collaboratively with parents, carers, the Local Authority and external agencies to address attendance barriers and improve outcomes.
- Share relevant attendance information with partner agencies where appropriate to support pupils whose absence is becoming persistent or severe.

### Monitoring arrangements

This policy will be reviewed as guidance from the trust or DfE is updated, and as a minimum annually by the principal.