

Attendance Policy (Pupils) Trust Policy & Procedures

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Related Documents	
	<i>Trust Policies</i>
	<i>School Policies</i> School Attendance Policies and Procedures
	<i>External</i>

Document Control

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01/10/21	1.0	Trustee approved – board meeting 29/09/21
18/03/22	1.0a	Reference company name change to Learning Partners Academy Trust
22/11/23	1.1	Dates, staff names & contact details updated to reflect current organization
18/12/23	1.1a	Link to DfE guidance in section 5 updated
07/7/24	1.2	Link to DfE guidance in section 5 updated 4 additional bullet points at end of section 5 including the updated link to Pupil Attendance regulations 2024
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Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction/Policy Statement

The Board of Trustees of Learning Partners Academy Trust (the “trust”) wish to ensure that schools develop a climate for learning where pupils make rapid progress, enjoy learning and believe anything is possible. Our schools embed a culture where pupils and learners arrive on time and attend every day, are active in their learning, independent and resilient to challenge and change which is shared and supported by our parent body. The school creates the climate that allows learning to flourish, pupils feel safe and they are rewarded for excellent attendance and positive behaviour.

Outstanding attendance is everyone’s responsibility

The trust is committed to providing a quality education for all our pupils and ensuring that learners and their families understand the importance of punctuality and full attendance at school. Trust schools will work relentlessly to ensure learners are in school as much as possible, working in partnership with parents/carers and partner agencies to identify and remove any obstacles or barriers that interfere with high attendance in a prompt and timely manner. For our pupils to gain the greatest benefit from their education it is vital that they attend school on time and every day.

Trust schools should have in place supporting documented procedures and systems to ensure they are legally compliant with national guidelines through the publication of their local attendance strategy.

2 Aims

Our trust schools will manage and improve attendance by:

- Ensuring that attendance and punctuality is a key strategic priority for the school
- Setting high expectations for attendance; positively reinforcing full or improved attendance and intervening where attendance falls below 97%
- Acting swiftly to reduce lateness, absence, and persistent absence, with a specific focus on immediate support for vulnerable learners
- Working actively with learners and families in nursery and reception classes to emphasise the benefits of high attendance, to reinforce and instil good habits of attendance from the start of learners their educational journey
- Engaging and involving families in a proactive and positive way to sustain high attendance and to support and challenge parents/carers where attendance falls below 97%
- Ensuring every pupil of statutory school age has access to full time education
- Ensuring that a clear and transparent process around the management of punctuality and attendance is agreed and adhered to. These should focus primarily on prevention and reward/celebration, an appropriate level of support and challenge focused specifically at groups and their level of attendance, with punitive measures, including legal action, being implemented as a last resort

- Ensuring highly visible, regular and consistent communication of these expectations to pupils, families, teaching and associate staff, and governors, including the Trust Board.

3 Roles and Responsibilities

The Trust Board and Executive Team will monitor school attendance as a key performance metric of a school in order to monitor and promote attendance.

The school will define local roles and responsibilities and associated procedures in order to promote and monitor attendance in their school within their local Attendance Policy.

4 Why Regular Attendance Is So Important

4.1 Learning

Learners' enjoyment of, and ability to participate fully in their education is of paramount importance to us as a trust. Any absence affects the pattern of a child's schooling. Regular absence seriously affects learners' learning and progress over time, leading to poorer outcomes, which can inhibit life chances and opportunities. Department for Education (2016) research shows a direct relationship between the attendance of learners and their outcomes at the end of primary school or secondary school: put simply, the more days learners go to school, the better they do. Research also shows us that schools that relentlessly pursue good attendance have better overall attainment and behaviour. Schools are more likely to be considered good or outstanding by Ofsted if they have high attendance.

4.2 Safeguarding

Pupils may be at risk of harm if they are not in school regularly. Learners who are missing from school are at significant risk of being victims of harm, exploitation or radicalisation, underachieving, and becoming NEET (not in education, employment or training) later in life. We will do everything we can to ensure our learners are safe.

5 Expected practice

Every school's attendance procedure adheres to the DfE statutory guidance [Working Together to Improve School Attendance](#). (February 2024). This policy should ensure that:

- Learners and their families know their current level of attendance and how to improve it
- Teachers and leaders teach and promote personal responsibility and positive attitudes to learning and have high expectations of punctuality and attendance of all learners

- Leaders welcome learners into the school each morning
- Highly visible systems and strategies are used by learners and staff to recognise, promote and celebrate high levels of attendance and punctuality
- Teaching and associate staff have the training, capacity and are readily available to support and challenge absences in school
- Staff with responsibility for attendance and welfare are held to account for safeguarding, attendance, behaviour and rewards in their area of responsibility, including key groups: gender, ethnicity, special education needs and disability (SEND), disadvantaged, prior attainment groups
- Attendance and punctuality is reviewed and discussed regularly as part of the senior leadership team meetings
- High and/or improved attendance and punctuality is celebrated regularly
- Attendance and punctuality is tracked and monitored consistently, following agreed procedures, and is provided to class teachers, tutors, learners and families
- Importance of high attendance and punctuality is part of the assembly programme and is included in personal social and health education (PSHE), and the wider curriculum
- There is rigorous tracking and monitoring of attendance and punctuality data to support evaluation of the impact of the school attendance strategy
- There is a 'zero tolerance' approach to unauthorised absence in all cases, ensuring that all absences are followed up rigorously through first-day calling
- Whole-school preventative strategies are implemented to ensure the highest attendance in school of all learners
- There is in place personalised early outreach for pupils and families to develop proactive responses to specific obstacles or barriers to attendance that have an impact
- There is communication and support parents to understand the difference between minor ailments and illnesses that warrant a day off
- All requests for holidays in term-time are refused unless there are exceptional circumstances and that where parents choose to take a child(ren) out of school without permission that penalty notices are issued
- The school works strategically with other agencies such as education welfare officers, social services, the police and exploring other avenues, including the courts, where parents do not co-operate
- Detailed records of learners who join and leave the school are kept, and pass this information to the relevant Local Authority (LA), to ensure the LA are quickly aware of learners who might be at risk
- They ensure staff attendance is high and lateness is avoided, to set a good example to pupils and show that the same rules apply to everyone in school
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer
- Ensure a senior leader is responsible for attendance in each school
- The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- Each school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.