



Attendance Policy

September 2024

Review: September 2027

Attendance Policy

The Beyond Schools Trust is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. In order to this, the Trust is committed to promoting excellent attendance and punctuality among its schools. We believe that regular attendance is crucial to the academic success and well-being of our students. Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. This policy outlines our approach to managing and improving attendance across all schools within the Trust.

1. Aims:

- To ensure all students attend regularly and punctually to maximise the learning experience in order that all children reach their full potential.
- To promote a culture of high attendance within our schools.
- To ensure school leaders identify and address barriers to attendance.
- To ensure schools leaders work collaboratively with students, parents, and external agencies to improve attendance rates.
- Ensure schools leaders provide clear procedures for involving parents relating to school attendance.

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also takes reference from:

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

3. Trust Board is responsible for:

- Ensuring Trust executive leaders quality assure whole school approaches for promoting good attendance and ensuring the aims of this policy are full implemented.
- Setting MAT-wide attendance targets.
- Monitoring strategic attendance data across all schools.

- Providing support and challenge to schools to improve attendance through Trust Executive Leaders or through the Local Governing Bodies.

4. Headteachers are responsible for:

- Developing and implementing a whole school approach to promoting good attendance.
- Providing a school environment where all pupils feel valued and welcome.
- Ensuring that a suitable Senior Leader is nominated as an Attendance Champion and takes leadership responsibility for oversight of attendance and the Attendance Officer as detailed in the School Attendance Procedures.
- Ensure there is clear and consistent practices and procedures for attendance reporting and monitoring.
- Ensuing consistent use of the DfE's attendance codes.
- Develops systems to reward and recognise good attendance to incentivise students to meet attendance targets.
- Communicate regularly to parents, staff and pupils the importance of good attendance.
- Monitor and analyse attendance data regularly to allow for early identification of levels of attendance, patterns of absence and intervention for student who are at risk of becoming persistently absent.
- Work together with parents, students, and external agencies to address attendance issues and find solutions.
- Provide support to families facing barriers or difficulties that may affect attendance.
- Provide tailored support for vulnerable pupils, including those with special educational needs and disabilities (SEND), children in care, and those facing other significant challenges.
- Arranging Attendance Panels conducted by Local Governors and senior staff.
- Requesting the local authority to issue penalty notices to parents who fail to ensure their child's regular attendance. This is usually a last resort after other interventions have failed.
- In more severe cases, work with local authorities to prosecute parents who do not ensure regular attendance of their children.
- Actively discouraged leaves of absence during term time. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The schools will consider any application for leave of absence but will only agree to authorise the absence in exceptional circumstances; parents must apply in advance for permission for their child to have leave of absence.
- Reporting on attendance to the Local Governing Bodies at least three times a year. The Trust board will also monitor School attendance data at strategic level.

5. Teachers are responsible for:

- Promoting good attendance and punctuality in the classroom.
- Recording attendance accurately and promptly and following all safeguarding procedures related to absences.
- Implement school reward systems to recognise good attendance and to incentivise students to meet attendance targets.
- Identify and address any patterns of absenteeism with pupils who they are responsible in accordance with the job description and school policies.

6. Parents/Carers are responsible for

- Ensuring their child attends school regularly and on time.

- Support your child to have maximum engagement in lessons to ensure they enjoy can keep up with learning.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Ensure that you follow NHS health guidance in relation to absence and returns from absences.
- Inform the school of any absences on the day of the absence in line with the School Attendance Procedures.
- Proactively working with the school to resolve any attendance issues.

7. Students

- Attend school regularly and punctually.
- Inform their teacher or another member of staff if they are facing any issues affecting their attendance.

8. Review and Evaluation

This policy will be reviewed every 3 years by the Trust Board.

Date of Trustee approval: **September 2024**

Review arrangements including date of review: **September 2027**

Links to:

- [School Attendance Procedure](#).