

History of Policy Changes

Date	Version	Change	Origin of Change e.g. TU request, cc ha
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Policy Statement

It is the policy of The Priory Learning Trust (TPLT) that all students attend lessons. High standards of attendance are central to the TPLT's objective of aiming for excellence in all aspects of school life. Strong and effective management of attendance and working in partnership with parents is essential to the establishment and maintenance of acceptable standards of attendance.

Aims

- To maximise attendance rates to achieve at least national average or better in secondary and primary schools;
- To reduce the number of persistent non-attendeers (students with 90% attendance or less);
- To acquaint parents with their responsibility for ensuring regular attendance;
- To set the culture that unjustified absence will not be tolerated;
- To support parents in ensuring that their children arrive at school on time;
- To maintain attendance registers as required by law.

Review Data

The Trustee's Scrutiny Panel, meets three times in an academic year, in which the trustees meet with the Principal and the Chair of the Academy Council to examine the following data:

- Attendance and absence data by codes, broken down by year group and compared to previous years;
- Attendance and persistent absence data by groups, i.e.
 - Pupil Premium;
 - non- Pupil Premium;
 - Special Educational Needs and Disability;
 - non- Special Educational Needs and Disability;
 - Support
 - Education Health Care Plan;
 - Free School Meals;
 - non- Free School Meals;
 - English As Language;
 - non- English As Language;
 - Ethnicity

Attendance Protocol

First day contact:

First day contact is an integral part of the whole school attendance policy to ensure students are safeguarded. Parents/carers and students must realise that a student's absence will be

noted and acted upon swiftly. This will make students more reluctant to be absent. First day contact sends a clear me

other absence that the school does not authorise;

if the student arrives late for school after the registers have closed.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

The school will refer cases of unauthorised absence that meet the threshold for I