

Attendance Policy

Secondary Student version

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Name of school:	
Contact details:	

1. Introduction

At **[INSERT SCHOOL NAME]** we want everyone to get the best out of every school day but to make sure this happens you must come to school every day and on time.

Providing all our students with a full school and educational experience is a priority. As a school, we will support you to ensure your greatest attendance, which in turn will lead to better opportunities and higher attainment.

[INSERT SCHOOL NAME] recognises that good attendance occurs when young people enjoy and are excited about coming to school. School staff are committed to creating an environment that encourages high levels of attendance.

Measures include:

- Creating a climate where attendance and punctuality are valued as a priority by the whole school community.
- A positive ethos and culture
- Ensuring pupils are included and engaged
- Using nurturing approaches
- Addressing barriers to learning and participation, taking into account the needs of all young people
- Good learning and teaching
- Promoting positive relationships among young people and adults

- Developing positive, open and effective communication between home and school and providing support, advice and guidance for parents and pupils
- Reviewing and improving anti-bullying measures
- Promoting the importance of good attendance through celebrating & rewarding individual pupils.

If we, or you identify any problems affecting your attendance, we will address these as soon as possible.

Students and their parents/carers play a vital role in supporting high attendance. If we have concerns about your attendance, we will always contact home to discuss these and offer further support. Strong links with students, the school and parents/carers are vital.

2. What do we expect?

We expect you to attend school on time, in full uniform, equipped and ready to learn.

We expect all students to aim for 100% attendance, and at the least achieve 97% attendance for any given academic year.

3. How can we help you to achieve this?

- We will always encourage and support good attendance
- If a problem/concern arises, we will discuss this with you and contact home as soon as possible to try and identify any difficulties you may be facing and offer you support
- We will investigate all matters in relation to student absence and lateness
- We will help you to catch up with any missed learning if you have been absent
- We will keep you and your parents updated regularly about your attendance

4. What can you do to achieve this?

- You will attend school regularly and on time
- You will attend all lessons on time and be ready to learn
- You will make every effort to catch up on work missed through absence
- You will speak to a member of staff to discuss any problems or concerns you may have so we can support you moving forwards

5. How can your parents/carers help you achieve this?

- Parents should make sure you attend school regularly (at least 97% attendance!). It is the law that you attend school regularly.
- They can ensure you attend on time, in the correct uniform, equipped and ready to learn
- It is your parents/carers' responsibility that you attend school until the end of the academic year that you turn 16
- They must inform the school every day you are absent and before first registration. If contact is not made, a call will be made home to find out why you are not in school and if there is any support the school can offer

- They are expected to work with the school to help identify any difficulties and resolve any attendance concerns
- They are not permitted to take you out of school during term time. The Head must agree in advance any periods of absence. The school will only agree absence in exceptional circumstances
- All unauthorised absences will be followed up by key members of staff. If unauthorised absence becomes a concern, the school may make a referral to the Local Authority Attendance Improvement Team who may instigate legal proceedings.