



ATTENDANCE POLICY

Last Review: 12/08/2024	Reviewed by: Naomi Fearon
Reviewed by Governors:	Governer/s Name/s:
Next Review: August 2025	

Take 1 Independent School Attendance Policy

1. Introduction

Take 1 Independent School is committed to ensuring that every student receives a full-time education that maximizes opportunities for each student to realise their true potential. Regular and punctual attendance is crucial for this, as there is a strong link between good attendance and high achievement. This policy outlines the school's approach to attendance and punctuality, in line with government and Department for Education (DfE) regulations, and takes into account the "Toolkit for Schools: Communication with Families to Support Attendance" as well as the latest Keeping Children Safe in Education (KCSIE) 2024 guidance.

2. Legal Framework

This policy is informed by the following legislation and guidance:

- **The Education Act 1996:** Establishes the legal framework for school attendance and the responsibilities of parents and schools.
- **The Education (Pupil Registration) (England) Regulations 2006:** Provides the statutory requirements for the registration of students, including the management of absences.
- **School Attendance: Guidance for maintained schools, academies, independent schools, and local authorities (DfE, 2023):** Offers guidance on maintaining high levels of attendance.
- **Keeping Children Safe in Education (KCSIE) 2024:** Outlines the safeguarding responsibilities that include monitoring patterns of attendance as a critical factor in identifying potential safeguarding concerns.
- **Equality Act 2010:** Ensures that the attendance policy is applied consistently and fairly to all students, taking into account any special educational needs, disabilities, or other protected characteristics.

3. Aims

- To ensure that all students attend school regularly and punctually.
- To reduce the number of absences and persistent absentees.
- To ensure that students and parents understand the importance of regular attendance.
- To identify and address any patterns of poor attendance at an early stage.
- To fulfil the school's legal obligations to safeguard and promote the welfare of students through attendance monitoring.

4. Responsibilities

4.1 The School

- Ensure accurate recording of attendance and punctuality.
- Monitor attendance daily and address any issues promptly.
- Engage with parents to support regular attendance.
- Provide a safe and welcoming environment that encourages attendance.
- Work with external agencies, including local authorities, when attendance issues indicate a need for additional support or intervention.
- Ensure that attendance data is regularly analysed and reported to the governing body.

4.2 Parents/Guardians

- Ensure their child attends school regularly and on time.
- Notify the school of any absences on the first day and provide a reason.
- Avoid taking their child out of school for holidays during term time.
- Work with the school to address any attendance issues.

4.3 Students

- Attend school regularly and punctually.
- Inform a trusted adult if there is a reason they do not want to attend school.

5. Attendance Expectations

5.1 School Day

- The school day begins at 9am and ends at 3pm. Students are expected to be at school by 8.50am in order to start lessons on time.
- A student arriving after 9.15am will be marked as late.

5.2 Absence Reporting

- Parents/guardians must notify the school by 9.30am on the first day of their child's absence, explaining the reason.
- If no communication is received by 10am the school will contact the parent/guardian to establish the reason for the absence.
- Absences without a valid reason will be recorded as unauthorised.

5.3 Authorising Absence

- Absences will only be authorised in accordance with DfE guidelines, which include illness, medical appointments (where unavoidable during school hours), religious observance, and exceptional circumstances (as approved by the Headteacher).
- Family holidays during term time will not be authorised unless deemed exceptional by the Headteacher.

5.4 Medical Evidence

- The school may request medical evidence to support absences due to illness, particularly if a student's attendance falls below 93% or there is a pattern of frequent absences.

6. Strategies to Improve Attendance

6.1 Monitoring and Intervention

- Attendance data is monitored daily, with trends identified and acted upon.
- Early intervention strategies include contacting parents/guardians if a pattern of non-attendance or lateness is identified.
- Persistent absentees (attendance below 90%) are closely monitored, and an action plan is developed in collaboration with parents/guardians and, where necessary, external agencies.

6.2 Communication with Parents

- Regular communication with parents/guardians emphasises the importance of attendance through newsletters, the school website, and direct communication from teachers.
- Workshops and meetings are offered to parents to support them in ensuring their child's attendance.
- The school uses the "Toolkit for Schools: Communication with Families to Support Attendance" to guide its engagement strategies.

6.3 Attendance Rewards

- The school has a system of rewards to recognise and celebrate good and improved attendance. This may include certificates, assemblies, and other incentives.
- Regular attendance figures are shared with students to encourage a culture of good attendance.

7. Punctuality

- Punctuality is as important as attendance. Students are expected to arrive on time to all lessons.
- Persistent lateness will be addressed through communication with parents/guardians and appropriate sanctions as outlined in the school's behaviour policy.
- Lateness after 11.30am will result in an unauthorised absence mark for the morning session.

8. Supporting Students with Additional Needs

- The school recognizes that some students may face additional challenges in maintaining regular attendance. This includes students with special educational needs, disabilities, or other vulnerabilities.

- Individual attendance plans may be developed for these students in collaboration with parents/guardians, the SENCO, and relevant external agencies.

9. Safeguarding and Attendance

- Regular attendance is an essential part of safeguarding. Patterns of non-attendance or poor punctuality can be indicators of safeguarding concerns, such as neglect or abuse.
- The school follows KCSIE 2024 guidance in monitoring attendance as part of its safeguarding duty. This includes timely referrals to children's social care if non-attendance raises concerns.
- All staff are trained to understand the link between attendance and safeguarding and are vigilant in identifying students at risk.

10. Legal Interventions

- The school will work with local authorities to pursue legal interventions where necessary to improve attendance. This may include issuing fixed penalty notices or taking legal action against parents/guardians who fail to ensure their child's regular attendance.
- The school will follow all legal procedures as outlined in the Education Act 1996 and subsequent regulations regarding attendance enforcement.

11. Attendance and the Curriculum

- The curriculum at Take 1 Independent School is designed to engage students and encourage regular attendance. We recognize that a broad, balanced, and relevant curriculum supports attendance by making school enjoyable and meaningful for students.
- Attendance is incorporated into the PSHE curriculum, with lessons on the importance of good attendance and the impact of absenteeism on future opportunities.

12. Attendance Data and Reporting

- Attendance data is collected and analysed regularly to identify trends and areas for improvement. This data is shared with the governing body and used to inform school policy and practice.
- Attendance figures are reported to parents/guardians through regular updates and annual reports.

13. Review of Policy

- This attendance policy is reviewed annually by the Senior Leadership Team and the governing body to ensure it remains aligned with current legislation, DfE guidance, and best practices in education.

14. Conclusion

Take 1 Independent School is committed to fostering an environment where students attend school regularly and punctually, understanding the importance of their education and the role attendance plays in their success. We work in partnership with parents, students, and external agencies to support every child in achieving full attendance and reaching their full potential.

This policy is to be communicated to all staff, parents, and students to ensure clarity and consistency in its application.