



The White Hills Park Trust

A Culture of Excellence

Attendance Policy

Version control

Scope:	Applicable to all Trust Schools
Review date:	Autumn 2025
Statutory or non-statutory:	Non-statutory
Author/Reviewer:	Dr Paul Heery, CEO

Introduction

The White Hills Park Multi Academy Trust (the Trust) is committed to providing a safe and inclusive learning environment for all pupils across all schools. Regular school attendance is essential for pupil success, and this policy aims to establish a consistent and effective approach to attendance management within the Trust.

Scope

This policy applies to all schools within the White Hills Park Multi Academy Trust, including primary, special, and secondary schools. Each individual school will have its own attendance policy to complement this overarching Trust policy.

Equalities

The Trust and its member schools/academies recognise their legal responsibilities under the Equality Act 2010 and this policy aims to ensure that all employees are treated with equality and fairness regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation.

Version Control

Version	Author	Date	Changes
0.1			First draft
0.2	Paul Heery	27.9.23	Minor additions to Procedures

Legal Framework and DfE guidance

The Trust's attendance policy complies with relevant laws, regulations and guidance, including but not limited to:

1. The Education Act 1996
2. The Education (Pupil Registration) (England) Regulations 2006
3. The Education (Pupil Registration) (England) (Amendment) Regulations 2013
4. The Children Act 1989
5. Working Together To Improve School Attendance, DfE 2022

Aims and Objectives

The Trust's attendance policy aims to:

1. Promote regular and punctual attendance among pupils.
2. Ensure compliance with legal attendance requirements.
3. Identify and address barriers to attendance.
4. Support pupils in achieving their full potential.

Roles and Responsibilities

The policy is in accordance with the detailed responsibilities set out in the Department for Education *Summary table of responsibilities for school attendance* (Sep 2022). In summary:

Trust Board:

The Trust Board has overall responsibility for the Trust's attendance policy and monitors its implementation across all member schools. It reviews attendance on a regular basis throughout the year, with a detailed annual review by the Educational Standards Committee, with outcomes reported to full Board.

Chief Executive Officer (CEO):

The CEO oversees the implementation of the attendance policy within the Trust and provides leadership to ensure that all schools adhere to attendance guidelines. The CEO and Trust team help school leaders to focus support on the pupils who need it.

School Headteachers:

Headteachers are responsible for acting in accordance with this policy and for implementing the school attendance policy within their respective schools, ensuring that staff, pupils, and parents/guardians are aware of and adhere to attendance expectations.

They ensure that parents / guardians are informed about how to contact the school to report absence, and who to contact to request more detailed support.

Local Governing Bodies:

Local Governing Bodies (LGBs) are responsible for ensuring that the school has a current attendance policy in line with the Trust policy, and for monitoring its implementation by the school. The policy

sets out school expectations and procedures for attendance, and makes it clear how the school promotes good attendance.

Attendance Officers/Managers:

Each school within the Trust may designate an Attendance Officer/Manager responsible for monitoring and managing attendance records, identifying patterns of non-attendance, and implementing interventions as necessary.

Teachers:

Teachers are responsible for recording daily attendance and reporting any concerns about student attendance to the Attendance Officer/Manager, or responsible person in the school, in line with the school's attendance policy.

Trust Data Team:

The Trust Data Team are responsible for producing Trust-wide analysis of attendance patterns and trends, highlighting emerging issues.

Parents/Guardians:

Parents/guardians are expected to ensure their child's regular and punctual attendance, communicate with the school regarding any absences, and engage in the resolution of attendance-related issues.

Pupils:

Pupils are expected to attend school regularly and on time, actively engage in their learning, and communicate any issues affecting their attendance to school staff.

Attendance Procedures

1. **Registration:** All schools within the Trust will maintain accurate attendance registers, with attendance recorded at the start of each school day.
2. **Monitoring:** The Attendance Officer/Manager will regularly review attendance records to identify patterns of non-attendance or persistent lateness.
3. **Communication:** Schools will communicate attendance expectations and the importance of regular attendance to parents/guardians and pupils.
4. **Absence Reporting:** Parents/guardians must report their child's absence to the school on the first day of absence, providing a reason for the absence. This can be done through the school's designated communication method.
5. **Absence Investigation:** Schools will investigate unexplained or frequent absences and liaise with parents/guardians to determine the cause and provide support if necessary.
6. **Interventions:** Schools may implement interventions such as meetings with parents/guardians, mentoring, counselling, or referral to external agencies to address underlying issues affecting attendance.
7. **Legal Action:** The Trust will take legal action, if necessary, to address persistent non-attendance, or attendance without a satisfactory reason, including referring cases to the relevant local authority or initiating legal proceedings.

8. **Reasons for absence:** The Trust recognises that there are occasions when pupils cannot attend school. The most common reason for non-attendance is illness or unavoidable medical appointments. In exceptional circumstances, for example the death of a family member, the school will authorise absence. In these circumstances, we encourage parents / guardians to contact the school as soon as possible to inform them of the absence. Absence to go on holiday during term time will not be authorised, and it is likely that further action will be taken.

9. **Trust support for attendance**

Each school provides the name and contact details of a designated senior leader responsible for attendance. The Trust co-ordinates an attendance network, with termly meetings for school reps. As part of the network, the Trust directs attendance leads to training opportunities, and provides resources to support in-school work.

Trust attendance team (CEO, CSO, Safeguarding, Data team, School Dev Team Manager) meets termly to review patterns and identify areas where further support and advice is needed.

Review and Evaluation

The Trust will regularly review and evaluate the effectiveness of this attendance policy, making necessary adjustments to meet the evolving needs of our schools and pupils.

Conclusion

The White Hills Park Multi Academy Trust is committed to promoting regular and punctual attendance to ensure the educational success and well-being of all pupils. This policy serves as a framework to guide the Trust's approach to attendance management while respecting the unique policies and contexts of individual schools within the Trust.