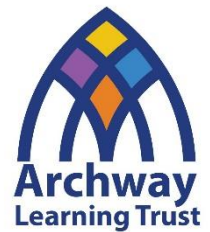


Attendance and Punctuality Policy



Approved: June 2021
Review date: June 2024
Responsible Officer: Trust Safeguarding Lead

Trust Ethos, Mission, Vision and Values



The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Director of Education, Regional Director, Chief Finance Officer, Director of Corporate Affairs, Director of Operations, and Director of People Strategy.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the ELT, Principals, Headteachers or Business Services Director within the Trust.

Where the phrase 'Principal' is used, this also refers to Headteachers.

Related Policies and Procedures

- Individual academy attendance and punctuality procedures

1. Policy Statement

- 1.1. The Trust is committed to supporting students in their preparation for life after the academy by encouraging them to attend their academy every day.
- 1.2. The Trust will work in partnership with staff, students, parents/carers, support services and the wider community.

2. Scope and Principles

- 2.1. This policy and all the information within covers Archway Learning Trust and all academies within the Trust.
- 2.2. This policy has been formulated based on the following legislation applicable to schools:
 - The Education (Pupil Registration) (England) Regulations 2006
 - and The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- 2.3. The Trust recognises that staff, students and parents/carers need to work in partnership to provide all students with guidelines which allow them to work positively and make good progress. Guidelines of the procedures that staff, students and parents/carers follow can be found in the Parent Handbook and on the individual academy websites. A printed copy can be supplied on request from reception on all campuses.
- 2.4. Parents/carers will also be informed each year of where to find this policy via 'First Day Back' letters issued each September, and in the Student Handbook.

3. Aims and Objectives

- to raise levels of achievement and participation by maintaining the highest possible levels of attendance;
- to maintain high levels of punctuality;
- to keep an accurate and up-to-date record of attendance;
- to inform students and parents/carers of attendance and punctuality concerns;
- to identify the causes of non-attendance and poor punctuality and act upon them;
- to ensure all staff understand their roles in the monitoring and recording of attendance and punctuality;
- to maintain and improve attendance and punctuality throughout the Trust's academies through rewards and target setting;
- to monitor and evaluate the processes on a regular basis;
- to give clear information on expected levels of attendance and punctuality to students, parents/carers, staff and stakeholders.

4. Rewards

- 4.1. The Trust recognises that rewards play a vital part in encouraging students to achieve. Rewards will be given to students for excellent attendance and punctuality. Specific procedures for attendance and punctuality rewards are outlined in academy-level documents.

5. Sanctions

- 5.1. The Trust recognises that a range of responses should be taken when there has been a decline in attendance and punctuality. These responses will include supportive interventions as well as the implementations of sanctions. A full description of sanctions imposed for poor attendance and punctuality can be found in academy-level procedures documents.