



Contents

1. POLICY STATEMENT	2
1.5.1 THE TRUST'S EXPECTATIONS OF STAFF	3
1.5.3 THE TRUST'S EXPECTATIONS OF PARENTS/CARERS	3
1.5.5 THE TRUST'S EXPECTATIONS OF SECONDARY STUDENTS	4
2. LEGAL FRAMEWORK	5
3. POLICY SCOPE	6
4. POLICY AUTHOR	6
5. POLICY APPROVAL	6
6. POLICY REVIEW	6
7. POLICY DISTRIBUTION	7
8. VERSION CONTROL	7

1. Policy Statement

- 1.1 Pontefract Academies Trust recognises the link between high levels of attendance and academic progress. To this end, each school has responsibility to provide a welcoming, productive and safe learning environment, which supports high levels of attendance. Across the Trust, all staff strive to ensure that all pupils/students receive a full-time education that maximises opportunities to fulfil potential.
- 1.2 Statistics show a direct link between underachievement and absence below 95%. Regular and punctual attenders make better progress both socially and academically, achieving positive outcomes. When they do not attend it impacts on their overall achievement and well-being. As such, all staff have a responsibility to promote good attendance and punctuality.
- 1.3 Key staff in each school will work with and support pupils/students and their families to ensure that each pupil/student attends the school regularly and punctually.
- 1.4 In all Trust schools 100% pupils/student attendance is expected. To support the achievement of this aim the Trust will:
 - Ensure staffing structures, roles and responsibilities promote consistency in carrying out attendance related activities.
 - Make attendance and punctuality a priority for all including pupils, parents/carers, teachers and SPRB members.
 - Implement procedures and strategies that actively promote good attendance.
 - Communicate term dates, inset days and assessment periods at the earliest opportunity to all parents/carers to forward plan.
 - Ensure the accurate recording of attendance and punctuality data it is Management Information system, informing tracking and monitoring systems.
 - Monitor individual, year group and cumulative attendance patterns to inform strategic planning.
 - Recognise and reward good attendance and punctuality.
 - Seek to investigate and address unauthorised/persistent absence and frequent/persistent lateness.
 - Inform pupils/students and their parents/carers of their attendance levels at regular (often weekly) intervals.
 - Develop positive and consistent communication between parents/carers and each school.
 - Recognise and implement individualised plans for pupils/students with specific needs (this includes pupils with special educational needs, a disability or a long-term medical condition).
 - Ensure Leaders to have due regard to the Equality Act, and, where appropriate or required, make reasonable adjustments for pupils/students with specific needs.

- Work with parents/carers and agencies, along with the voice of the students to implement plans and targets, in order to provide support to improve attendance when required.
- Enable the recording, reporting and analysis of attendance and punctuality data.
- Continually improve the overall percentage of pupils/students attending.
- Reward good attendance and punctuality and sanction poor attendance and punctuality.
- Where appropriate, or required by law, work in partnership with the Local Authority's Education Welfare Team and other agencies to support parents/carers and the pupils/students to improve attendance and punctuality and ensure that children are safe.

1.5 To assist with the achievement of that aim, the Trust has clear expectations of staff parents/carers and pupils/students.

1.5.1 The Trust's Expectations of Staff

1.5.2 All staff shall:

- Apply policy and procedures fairly and consistently.
- Record attendance accurately using the Trust's Management Information System.
- Uphold the school's duty to inform relevant services in cases of repeated or persistent absence, where there is no improvement following the provision of support or reasonable adjustments.
- Support pupils/students returning to school following a period of extended absence, as and when required.
- Appropriately direct any absence requests to facilitate a prompt response to parents/carers.

1.5.3 The Trust's Expectations of Parents/Carers

1.5.4 It is expected that parents/carers will:

- Provide their own contact details along with those of any other nominated contacts, with a minimum of two emergency contacts, and update the school of any changes on an ongoing basis.
- Ensure that your child arrives on time for school each day.
- To inform the school if your child is unable to attend (by 8.20am wherever possible) including the reason for absence and expected date of

return. (If no return date can be provided, it is expected that parent/carer contacts the school each day with an update).

- Maintain an awareness of term dates and avoid booking holidays during term time, especially during assessment periods.
- Avoid keeping your child away from school for reasons other than illness or authorised absence.
- Provide information or evidence on request in relation to frequent or extended absences.
- Meet with staff/relevant services (such as the Education Welfare Team) to discuss concerns about your child's attendance and punctuality.

1.5.5 The Trust's Expectations of Secondary Students

1.5.6 It is expected that students will:

- Attend regularly, on time for registration and lessons, in full school uniform and ready to learn.
- Advise a member of staff (e.g. Form Tutor, Attendance Officer, Student Liaison) if they have not been able to register.
- Avoid being away from school for reasons other than illness or authorised absence.
- Ensure messages from parents/carers or notes in planners are passed to the appropriate staff member.
- Uphold the Trust's Behaviour and Relationships Policy.

1.6 This Policy is supported by the [Trust's Attendance & Punctuality Procedural Instructions](#). The procedural instructions provide the detailed directions for staff, parents/carers and pupils/students to facilitate compliance with this Policy, defining:

- How absences may be authorised (including what constitutes authorised absence).
- How absence must be notified (including the steps taken where a pupil/student does not attend, and the absence has not been notified or authorised).
- How requests for family holidays during term time will be considered.
- The Trust's Attendance Management procedures
- The Trust's procedures for addressing Persistent Absence/Persistent Lateness.
- How reintegration to school following a period of extended absence will be managed.
- The Trust's attendance strategy.

1.7 The Directors of School Improvement are responsible for producing and updating the Attendance and Punctuality Procedural Instructions. Any material changes to the Procedural Instructions will be presented to the ELT for approval. Any revisions will not become effective until ELT approval is given. Procedural advice and/or guidance

may be sought from the Education and Standards Committee prior to approval of the supporting Procedural Instructions where this is deemed necessary by the ELT. This allows for an equitable balance of strategic direction and oversight for Trustees, whilst ensuring that the Trust is in a position to proactively and reactively review, respond to and update operating processes in a timely manner, drawing upon the professional knowledge and expertise within the Central Team and within its schools.

1.8 This approach is consistent with the Trust's Scheme of Delegation.

2. Legal Framework

2.1 This policy has due regard to legislation, statutory guidance and accepted industry standards including but not limited to:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Children Act 1989](#)
- [The Children Act 2004](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education 2023](#)
- [Working Together to Safeguard Children 2018](#)
- [Working Together to Improve School Attendance 2022](#)
- [The Education \(Pupil Registration\) \(England\) Regulation 2006 \(and subsequent amendments\)](#)
- [Children Missing Education 2016](#)

2.2 Section 7 of the Education Act 1996 makes clear that parents/ carers are responsible to ensure their child receives a suitable education. Under Section 444 of this Act, a parent/carer who fails to ensure their child attends the school at which they are registered, is guilty of an offence.

2.3 Trust schools have statutory duty to take register twice daily; once in the morning and once in the afternoon and record absences in line with Government guidance and absence codes ([Working Together to Improve School Attendance 2022](#)).

2.4 The Department for Education (DfE) guidance states that schools can only approve absence for family holidays if they consider there are 'special circumstances'. The Trust will comply with this directive when considering requests.

2.5 Frequent or persistent absence (attendance at or below 90% as defined by the DfE) may be referred to the Local Authority's Education Welfare Team. Where necessary statutory action can and will be taken under Section 444 Education Act 1996 or an Education Supervision Order under the Children's Act 1989. This may take the form of a penalty notice issued by Wakefield Council, or the prosecution of parents/carers in

the Magistrates Court resulting in a fine or Statutory Order, or a referral to Social Care Direct under the category of educational neglect.

2.6 The policy will be implemented in accordance with:

- [The Local Authority's Education Welfare Policy and procedures](#)
- The Trust's Behaviour for Learning (Primary Phase) Policy
- The Trust's Behaviour for Learning (Secondary Phase) Policy
- The Trust's Children with Health Needs who Cannot Attend School Policy
- The Trust's Safeguarding and Child Protection Policy
- The Trust's SEND Policy
- The Trust's Supporting Pupils with Long Term Medical Conditions Policy

3. Policy Scope

3.1 This policy applies to those involved with procurement activities on behalf of the Trust including:

- Teaching Staff
- Non-Teaching Staff
- Volunteers (including SPRB members)
- Pupils/Students
- Parents/Carers

4. Policy Author

4.1 This policy is the responsibility of the **Directors of School Improvement**.

5. Policy Approval

5.1 This policy is approved by the **Education and Standards Committee**, in line with the Trust's Scheme of Delegation.

5.2 This policy was approved by the Committee becoming effective on **05/07/23**.

6. Policy Review

6.1 This policy will be subject of review every year.

6.2 It will only be re-presented to the Education and Standards Committee for approval in the event of any material changes. Where the review results in no material

changes, the previous effective date will continue to apply, however the last review date will be specified in this section.

6.3 This policy was last reviewed on **05/07/23**.

7. Policy Distribution

7.1 This policy will be made available via:

- The Trust Website
- School Websites
- The Compliance Library

8. Version Control

7.1 The changes to this policy over time will be documented in line with the Policy Version. For ease of use this will be located in a separate document that can be accessed [here](#).

7.2 If you spot any broken links or errors within this policy, please report this to dpo@patrust.org.uk.