The Park Federation
ACADEMY TRUST

Attendance Policy

Approved by	Carmen Nel		
Date	September 2026	**Next review due**	September 2027

Summary of Changes

Version	Date	Summary of Changes	Approved By
1	September 2026	Updated in line with DfE Working together to improve school attendance 2026 guidance	C Nel Principal

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1. Aims and Whole-School Attendance Culture

At Montem Academy, we are committed to providing an outstanding education within a positive, inclusive and aspirational environment where every pupil is supported to achieve their full potential.

Regular attendance and punctuality are essential to pupils' academic achievement, personal development and wellbeing. We expect all pupils to attend school every day, on time, unless there is a valid reason for absence.

Our academy-wide attendance target is at **least 96%.** Achieving this requires a shared commitment from pupils, parents, carers, staff and external partners.

Our Aims

We are committed to establishing a positive whole-school attendance culture by:

- Promoting high expectations for attendance and punctuality.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to their full educational entitlement.
- Identifying and addressing attendance concerns at the earliest opportunity.
- Building strong relationships with families to understand and overcome barriers to attendance.
- Providing appropriate support and intervention to secure sustained improvement.
- Recognising and celebrating excellent and improving attendance.

Our Approach to Improving Attendance

Our approach is guided by the Department for Education's six key principles:

1. **Expect:** Establish high expectations and a positive culture where pupils are encouraged and supported to attend school regularly.

2. **Monitor:** Use attendance data to identify emerging concerns and intervene early to prevent persistent absence.

3. **Listen and Understand:** Work collaboratively with pupils and families to identify barriers to attendance and agree appropriate solutions.

4. **Facilitate Support:** Provide targeted support, remove barriers and work with external agencies where necessary.

5. **Formalise Support:** Where attendance concerns persist, introduce structured interventions, including attendance contracts or education supervision orders where appropriate.

6. **Enforce:** Where supportive interventions have been unsuccessful or not engaged with, consider statutory action, including penalty notices or prosecution, in accordance with national guidance.

Promoting and Celebrating Attendance

To embed a positive attendance culture across the academy, we will:

- Share attendance information, expectations and key messages through our weekly newsletter.
- Keep parents and carers informed of their child's attendance, punctuality and the impact on learning and progress.
- Celebrate individual and class attendance achievements.
- Recognise excellent and improving attendance through certificates, rewards and class incentives.
- Communicate attendance concerns promptly and arrange meetings with the Attendance Officer, Senior Leadership Team or Principal where additional support is required.

Through high expectations, early intervention, positive recognition and strong partnerships with families, Montem Academy aims to ensure that every pupil attends regularly, feels supported and benefits fully from their education.

2. Legislation And Statutory Guidance

This policy is statutory and complies with the Department for Education's statutory guidance 'Working together to improve school attendance' (July 2026) and 'Keeping children safe in education' (September 2026). These documents establish mandatory expectations and legal duties for schools, trusts, governing bodies, and local authorities. This policy draws its authority and legal requirements from the following key legislation:

- Part 6 of The Education Act 1996 (establishing the legal duties on parents to secure full-time education and regular attendance, and defining statutory offences under section 444).
- Part 3 of The Education Act 2002 (detailing the safeguarding duties and powers of governing bodies and school leaders).
- Part 7 of The Education and Inspections Act 2006 (establishing local authority enforcement and inspection frameworks).
- The School Attendance (Pupil Registration) (England) Regulations 2024 (governing the contents, completion, amendment, and preservation of admission and attendance registers).
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024 and 2026 (implementing the nationwide unified National Framework for Penalty Notices).
- The Crime and Policing Act 2026 (enacting changes to regulated activity definitions, removing the previous 'supervision exemption' for school volunteers).
- Data Protection Laws, including the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and the Data (Use and Access) Act 2025 (regulating the secure processing, holding, and sharing of pupil and family data).

This policy must be read in conjunction with the school's Child Protection and Safeguarding Policy, Behaviour Regulation and Management Policy, Anti-Bullying Policy, Admissions Criteria Policy, and Suspensions & Exclusions Policy.

3. Roles And Responsibilities

Attendance Team

Position	Staff Member
Principal	Carmen Nel
Deputy Principal	Darren Stewart
Attendance Champion/DSL	Jenn Devine
Attendance Officer	Soundas Afzal (Stephanie Matthews - maternity leave)
Late Ambassador/FSW	Nicole Jones

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting the Local Authority to issue fixed-penalty notices, where necessary

The Designated Senior Leader responsible for attendance

The designated Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- The Designated Senior Leader responsible for attendance is Jenn Devine

The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and the principal
- Working with the Local Authority to tackle persistent absence
- Advising the Principal when to request the issue of fixed-penalty notices by the Local Authority.

Class teachers

Class Teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information on the school's Management Information System (MIS) Arbour.
- Taking registers in the mornings and after lunch.
- If teachers are made aware of a pupil's absence, this is to be communicated to the office.

School Office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school MIS system Arbor.
- Follow up poor attendance with parents and outside agencies

Family Support Officer

The Child & Family Support Officer, Miss Jones, will:

- Work directly with vulnerable families.
- Lead the multi-disciplinary Family Help assessments
- Participate in weekly safeguarding meetings,
- Design early help and reintegration support plans
- Conduct home welfare visits, and coordinate with external services to resolve complex barriers to attendance.

Parents and Carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school and leave a message on the absence line to report their child's absence by **8:30 am** on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the school with 2 or more emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day

4. Understanding Attendance and Absence

The school day is divided into two sessions: morning (AM) and afternoon (PM). All absences, whether for a full day or a single session, are classified by the academy as either **authorised or unauthorised**. Parents and carers must provide a reason for every absence to enable the academy to determine the appropriate classification.

- **Authorised absences:** mornings or afternoons away from school for a good reason like illness, medical/dental appointments, which unavoidably fall in school time, emergencies or other
  unavoidable causes.

- **Unauthorised absences:** time off school that is not considered reasonable and for which no “leave" has been given. This type of absence can lead to the Local Authority, through its Attendance Service (AS), using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy during the school day
- Absences that have never been properly explained
- Children who arrive at school too late to get a mark in the register
- Day trips and holidays in term times
- Excessive illness without medical evidence
- Shopping or looking after siblings
- A day off for a birthday
- Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bedtimes
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school
- Retaining open and honest communication with your child’s school
- Being positive about school (even if your own experience was less than positive)
- Ensuring they arrive and are collected from school on time

School Timings

Year Group	Start Time	Finish Time
Nursery Morning Session	8:30	11:30
Nursery Afternoon Session	12:30	3:30
Reception	8:45	3:25
Year 1 - Year 6	8:45	3:30

5. Reporting and Managing Absence

Reporting Your Child's Absence

Parents and carers are required to notify the academy **by 8:30 am on the first day of absence and on each subsequent day** that their child is unable to attend school.

Absences can be reported using one of the following methods:

- **Telephone:** 01753 528050 (select **Option 1**)
- **Email:** maatendance@theparkfederation.org
- **In person:** At the school reception.

When reporting an absence, parents and carers must provide a **clear and specific reason**, including details of any symptoms if their child is unwell. General statements such as *"not well"* or *"sick"* are not sufficient for the academy to determine whether an absence can be authorised.

For absences lasting **three days or more**, the academy may request supporting medical evidence, where appropriate, such as a prescription, medical appointment confirmation or other relevant documentation.

Where Parents <u>Have</u> Reported an Absence

Day 1: The Attendance Officer will record the absence using the appropriate attendance code. A home visit may be conducted if there are safeguarding or welfare concerns.

Day 2: The Attendance Officer will continue to monitor and record the absence and may inform parents or carers of their child's current attendance percentage. A home visit may be conducted where necessary.

Day 3: Parents or carers will be contacted by telephone, text or email and advised to provide medical evidence upon their child's return to school.

Further Action:

- Where medical evidence is not provided and attendance is a concern, a meeting with the Attendance Officer may be arranged.
- If attendance does not improve, parents or carers may be invited to meet with a member of the Senior Leadership Team (SLT).
- Persistent attendance concerns may result in a referral to Slough Attendance Service and consideration of statutory action, including a penalty notice where appropriate.
- Illness-related absences lasting five days or more will be referred to Slough Attendance Service, including where supporting medical evidence has been provided.

Class teachers may also contact parents or carers through telephone, email or through Juniper communication platform.

Where Parents <u>Have Not</u> Reported an Absence and Emergency Welfare Actions

Day 1: The academy will contact parents or carers by telephone or text to establish the reason for absence. A home visit may take place where safeguarding or welfare concerns arise.

Day 2: If no response has been received, further contact will be attempted by telephone or text. A home visit may be undertaken where necessary.

Day 3 and Beyond: If contact remains unsuccessful, the academy will:

- Attempt to contact all additional emergency contacts held on the school system.
- Send an email requesting immediate contact.
- Arrange a home visit by two members of staff if telephone contact is unsuccessful.
- Request a police welfare check where there are serious concerns for the child's safety and other attempts to establish their welfare have been unsuccessful.

6. Safeguarding, Home Visits and Children Missing Education

Keeping Contact Details Up to Date

Parents and carers are responsible for ensuring the academy holds accurate and up-to-date telephone numbers and emergency contact details. This is essential for effective communication and safeguarding. Contact information will be reviewed regularly throughout the academic year.

Children Missing in Education (CME)

All children, regardless of their circumstances, are entitled to an efficient, full-time education. Children missing education (CME) are children of compulsory school age who are not registered at a school and are not receiving suitable education. These children are at significant risk of underachieving, neglect, exploitation, or abuse. At Montem Academy, if a child has left the school or been absent without contact, and we have been unable to make contact with any parent/carer or receive a verified forwarding address, a statutory CME referral is completed and sent to Slough Borough Council within 10 days of the last contact. If the child has high SEND needs, is deemed highly vulnerable, or there are pre-existing child protection concerns, the CME referral will be made immediately (prior to 10 days).

Home Visits

To support student welfare where needed, two staff members will conduct home visits to the primary address provided by parents. Visits may occur on any day during a period of absence.

If no one is available, a complimentary slip will be left instructing parents to contact the school urgently. Unexplained non-attendance and failure to communicate may lead to the matter being escalated to the police.

Montem Academy systematically tracks attendance data to identify and support pupils whose attendance falls into the categories of Persistent Absence or Severe Absence.

7. Persistent and Severe Absence

Persistent Absence (PA)

A pupil is defined by the Department for Education as a Persistent Absentee (PA) once they have missed 10% or more of school for any reason (equivalent to 19 days / 38 sessions across a full school year).

The Slough Attendance Service and the academy monitor pupils on track to become PA at the end of each half-term, using the following statutory tracker thresholds:

Half-Term Review Point	Absence Sessions (1 Day = 2 Sessions)	Equating to School Days Lost
Term 1 (Autumn 1)	7 sessions of absence	14 sessions
Term 2 (Autumn 2)	14 sessions of absence	28 sessions
Term 3 (Spring 1)	20 sessions of absence	40 sessions
Term 4 (Spring 2)	25 sessions of absence	50 sessions
Term 5 (Summer 1)	32 sessions of absence	64 sessions
Term 6 (Summer 2)	38 sessions of absence	76 sessions

Note: If a child has a single block of illness in half-term 1 lasting 20 days (40 sessions), they immediately cross the PA threshold of 38 sessions, classifying them as a Persistent Absentee in half-term 1. They will remain flagged on our safeguarding watch list as a PA for the remainder of the academic year, with priority monitoring to prevent further learning loss.

Severe Absence (SA) Framework and Safeguarding Escalation

Under DfE statutory guidance, Severe Absence is defined as missing **50% or more** of school. Severely absent pupils face significant, complex barriers and represent our highest-priority cohort for multi-disciplinary intervention.

Montem Academy, in tandem with Slough Children's First, the Local Authority, and statutory social care partners, prioritises this group immediately. A joint, intensive support plan will be established, which may include mental health mentoring, therapeutic intervention, or educational adjustments. However, if voluntary support has been refused, and unauthorised severe absence continues, it is legally treated as a safeguarding issue (neglect). The school will immediately escalate the case to Children's Social Care for a full Children in Need (Section 17) or Child Protection (Section 47) statutory assessment.

8. Leave of Absence During Term Time for Exceptional Circumstances

Parents and carers wishing to request leave of absence during term time for exceptional circumstances must follow the procedure outlined below.

Procedure for Requesting Exceptional Leave

Step 1: Submit a Formal Request
Parents and carers must complete a *Withdrawal from Education During Term Time Form*, available from the school's Main Office, and submit it to the Principal. Requests should be submitted as far in advance as possible and, wherever practicable, **before any travel arrangements or bookings are made.**

Step 2: Meet with the Principal
Wherever possible, the Principal and Attendance Officer will meet personally with parents and carers to discuss the reasons for the proposed absence, consider the potential impact on their child's education and provide appropriate guidance.

Step 3: Provide Supporting Documentation
Parents and carers must provide relevant evidence to support their request. This may include:

- Evidence confirming the date travel tickets were purchased, where applicable.
- Copies of travel tickets or booking confirmations, where applicable.
- Documentary evidence supporting the exceptional circumstances for which leave is being requested.

Failure to provide sufficient supporting evidence may result in the request being declined. Any subsequent absence may be recorded as unauthorised and could lead to a referral to Slough Borough Council for consideration of a Fixed Penalty Notice.

Step 4: Decision and Written Confirmation
The Principal will consider the request and inform parents and carers whether the leave has been authorised or declined.

Where possible, the decision will be communicated during the meeting and subsequently confirmed in writing.

Parents and carers will also be informed of the potential consequences of taking unauthorised leave, including the possibility of a Fixed Penalty Notice.

Returning to School Following Leave

Pupils are expected to return to school on the date specified in their leave request. If a pupil fails to return on the expected date without a satisfactory explanation, the additional absence may be recorded as unauthorised. The academy will take appropriate steps to establish the pupil's whereabouts and circumstances.

Prolonged unauthorised absence may place a pupil's school registration at risk. Where the statutory criteria for removal from the school roll are met, the pupil may lose their place at Montem Academy.

In such circumstances, parents and carers may need to apply for a school place through the Local Authority.

Any decision to remove a pupil from the school roll will be made in accordance with statutory requirements and safeguarding procedures.

Leave of absence during term time will only be authorised in exceptional circumstances.

All requests must be submitted to the Principal in advance, wherever possible, with appropriate supporting evidence provided as soon as reasonably practicable.

Parents and carers are reminded that regular attendance is essential to their child's education, and holidays should be arranged during the school's published holiday periods wherever possible.

Montem Academy is committed to working in partnership with families to promote excellent attendance and ensure that every pupil has the opportunity to achieve their full potential.

9. Attendance Enforcement and Penalty Notices

There is **no automatic legal entitlement** for parents or carers to take their children out of school during term time for holidays.

At Montem Academy, we recognise that regular school attendance is essential to pupils' academic achievement, personal development and future success. There is a strong link between attendance and attainment, and establishing positive attendance habits from an early age helps prepare pupils for secondary education and future employment.

Taking holidays during term time can significantly disrupt a child's learning and progress. We therefore strongly encourage parents and carers to arrange family holidays during the school's published holiday periods.

In line with the approach encouraged across Slough schools, **leave of absence during term time will only be authorised in exceptional circumstances.**

The Principal will consider each request individually, taking into account the circumstances presented and the supporting evidence provided. Parents and carers should be aware that submitting a request does not guarantee authorisation.

All requests and decisions will be recorded on the pupil's school record. Relevant attendance information may also be shared with receiving schools as part of the transfer or transition process, where appropriate.

Unauthorised Absence and Penalty Notices

Where a pupil is absent during term time without authorisation, the absence will be recorded as unauthorised.

Montem Academy may refer unauthorised absences to Slough Borough Council's Attendance Service for consideration of a Fixed Penalty Notice (fine), in accordance with statutory guidance and Local Authority procedures.

Parents and carers should be aware that taking a child out of school without authorisation may result in enforcement action.

Offence Stage (Within 3-Year Period)	Statutory Penalty and Legal Escalation
First Offence	£160 per parent, per child if paid within 28 days. This is reduced to £80 per parent, per child if paid within 21 days.
Second Offence	Charged at a flat, statutory rate of £160 per parent, per child, if paid within 28 days. There is no option for an early payment reduction.
Third Offence onwards	A third Penalty Notice cannot be issued within any rolling three-year period. The case will be referred directly to the Magistrates' Court for criminal prosecution under Section 444. Fines can reach up to £2,500 per parent, per child. A conviction will show as a criminal record on future DBS checks due to a parent's 'failure to safeguard a child's education'.

Note: Fines are legally issued on a per-parent, per-child basis. For example, if two parents take three siblings on an unauthorised holiday, both parents receive a fine for each child, resulting in a total of six fines, which would amount to £960 for a first offence.

Notices to Improve Process

A Notice to Improve is a formal, statutory warning period of between three and six weeks. If a child reaches the national threshold of 10 sessions of unauthorised absence (equivalent to 5 school days) within a rolling period of 10 school weeks, a Notice to Improve will be issued by Slough Borough Council. This notice provides parents with a final chance to engage with school-led support and achieve the specified attendance targets. If the child's attendance fails to improve during this timeframe, or if parents fail to engage with the agreed support plan, a Fixed Penalty Notice will be issued immediately, or prosecution will be pursued. Notices to Improve are not used for unauthorised family holidays; in such cases, penalty notices are issued immediately as support is deemed inappropriate in the circumstances of the offence.

Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices, the following will come into force for absences that start after 19th August 2024. This is nationwide and also across borders if you move school or house.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

First Offence

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be
£160 per parent per child paid within 28 days
Reduced to £80 per parent per child if paid within 21 days

Second Offence

Within 3 years of the first offence
The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be:
£160 per parent per child paid within 28 days
No reduction for early payment.

Third Offence onwards
Within 3 years of the first offience

The third time an offence is commited for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child.

Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.

Don't Forget

Penalty Notices are issued **Per Parent, Per Child.**
For example 3 siblings absent would result in each parent receiving 3 fines.
This could amount to £960

Please ensure you communicate with your child's school.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

10 sessions in 10 weeks - Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

5 Consecutive days of term time leave can trigger a Penalty Notice

www.slough.gov.uk
Slough Borough Council

10. Punctuality and Managing Lateness

At Montem Academy, we recognise that punctuality is essential to pupils' learning and achievement. We expect all pupils to arrive on time and be ready to learn.

School Start Times:

- **Arrival:** 8:40am (gates open)
- **Reception to Year 6:** 8:45am
- **Morning Nursery:** 8:30am
- **Afternoon Nursery:** 12:30pm

Morning registers are taken at **9:00am and close at 9:30 am**.

Pupils arriving between 9:00am and 9:30am will be marked as late. Those arriving after 9:30am will receive an **unauthorised absence mark** for the morning session, in accordance with statutory attendance regulations. Persistent lateness after registration has closed may result in further action, including a penalty notice where statutory criteria are met.

Our Receptionist and Late Ambassador will welcome pupils arriving late, discuss any barriers to punctuality and offer appropriate support. Where lateness persists, parents or carers may be contacted and invited to meet with the Attendance Officer and/or a Vice Principal to agree strategies for improvement.

We encourage families experiencing difficulties with punctuality to contact the academy at the earliest opportunity so that support can be provided.

Late Collection of Pupils

Montem Academy is committed to safeguarding and promoting the welfare of all pupils in accordance with *Section 175 of the Education Act 2002*. We recognise the importance of ensuring that every child is collected safely and on time at the end of the school day or an authorised extracurricular activity.

Parents and carers must provide at least three up-to-date emergency contacts and ensure their child is collected promptly by an authorised, responsible adult. Where delays are unavoidable, parents must notify the academy immediately.

Late Collection Procedures

1. **After 15 minutes:** If a child remains uncollected and no communication has been received, academy staff will attempt to contact parents, carers and the nominated emergency contacts.
2. **After 45 minutes:** Where contact remains unsuccessful, the Designated Safeguarding Lead (DSL) will contact Slough Children's First and/or the Police, as appropriate, to ensure the child's safety and welfare.
3. **Recording and Monitoring:** All late collection incidents will be recorded securely. Repeated incidents will be reviewed in accordance with the academy's Safeguarding and Child Protection Policy.

Late Collection Charges

Where applicable, the academy may apply the following discretionary charges:

- **Up to 30 minutes late:** £5 per child.
- **Over 30 minutes and up to one hour late:** £10 per child.

Parents and carers will be notified of repeated late collections and may receive a formal warning before charges are applied.

Supporting Families

We recognise that occasional delays may occur and encourage families experiencing difficulties with collection arrangements to contact the academy for support.

Repeated late collection can affect a child's wellbeing and cause unnecessary distress. The academy will always prioritise pupils' safety and welfare.

Families requiring extended childcare may wish to consider our **360 Wraparound After School Club**. Further information and booking arrangements are available from the school reception.

11. Attendance Rewards and Recognition

We love to celebrate our pupils who show excellent and improved attendance. In line with our Academy policy, we use a wide variety of rewards to motivate the children:

- **Daily:** Every day any class achieves 100% attendance they earn a 'bouncy ball '. Once they earn 25 balls collectively, their class receives an incentive, e.g. extra play, prize, class voucher.
- **Weekly**: Any individual class that achieves 100% attendance in a week are rewarded with a non-school uniform day!
- **Half-Termly:** Children who maintain 100% attendance across a half-term receive 10 Monty Points.
- **Termly:** All children with 100% attendance are proudly awarded an attendance certificate.
- **Yearly:** If a child achieves 100% attendance for the entire academic year, they receive a special recognition award alongside a £10.00 Smyths Voucher.

Our **minimum attendance expectation is 96%, with an academy-wide target of 97%**. We believe regular attendance is fundamental to academic achievement, wellbeing and future success. Attendance and punctuality are monitored throughout the academic year to identify concerns, recognise improvements and provide targeted support where needed.

We will keep parents and carers informed of their child's attendance and share information about attendance initiatives, rewards and improvement strategies through regular school communications.

By working together, we aim to establish a positive culture of attendance where every pupil has the opportunity to achieve their full potential.