

Change	Reason Reviewer / Legislation	Date
P4 - change “may trigger” to “will trigger”	Trustees requested the change - DE changed	May 2025
P4 - Added “Intervention may include but not exhaustive to the following:”	Trustees requested the change - DE changed	May 2025
Reviewed and no change to original	No changes in legislation	December 2025



Attendance Policy

Date Approved	January 2026
Date of Next Review	January 2027

Inclusive Education Trust Attendance Policy

1. Introduction

The Inclusive Education Trust (IET) is committed to ensuring that all pupils attending its Alternative Provision (AP) academies receive full access to educational opportunities through regular attendance. This policy aligns with the Department for Education's statutory guidance *Working Together to Improve School Attendance* (2024) and reflects our legal duties under the Education Act 1996 and the Education (Pupil Registration) (England) Regulations 2006.

2. Aims and Principles

- To prioritise attendance as a key driver for pupil attainment, wellbeing and safeguarding.
- To ensure a proactive and consistent whole-school approach to attendance.
- To work collaboratively with families, professionals and external agencies.
- To provide tailored support to meet the individual needs of pupils in a PRU context.
- To fulfil statutory duties in recording, monitoring and improving attendance.

3. Roles and Responsibilities

The Trust Board

- Monitors overall attendance trends and challenges.
- Holds the CEO and DoE to account for the implementation of the attendance strategy.

Headteacher

- Leads attendance culture and strategic planning.
- Ensures all staff are trained and accountable for attendance.
- Works in partnership with local authority attendance services.

Attendance Officer / Lead

- Monitors daily attendance and punctuality.
- Maintains accurate records in accordance with legal requirements.
- Liaises with families to understand and address barriers.
- Escalates concerns and refers to external agencies where needed.

Teaching and Support Staff

- Promote and model the importance of good attendance.
- Record attendance accurately.
- Build relationships with pupils to promote engagement.

Parents and Carers

- Ensure pupils attend regularly and punctually.
- Communicate promptly about absences.
- Engage with support offered by the AP.

Pupils

- Attend school regularly and on time.
- Engage in learning and communicate any concerns.

4. Expectations and Procedures

Registration*

- AM registration: 9:00am - 9:30am
- PM registration: 12:30pm - 1:00pm
- Registers close 30 minutes after the start of each session.

Authorised and Unauthorised Absence

- Only the PRU can authorise absence; parents must provide a valid reason.
- Acceptable reasons include illness, medical appointments, religious observance.
- Unacceptable reasons include holidays during term time or lack of transport.

Punctuality

- Pupils arriving after registers close will be marked with a 'U' (unauthorised late).*
- Repeated lateness will be addressed through intervention and support.

5. Early Identification and Intervention

- Attendance below 80% will trigger monitoring.
- Below 90% (persistent absence) and below 50% (Severe absence) will trigger interventions depending on individual circumstances

Intervention may include but not exhaustive to the following:

- Home visit
- Multi-agency meetings
- Tailored mentoring
- Monitoring by SAFE team
- Links to rewards
- Attendance Improvement Plan (AIP)
- Fixed penalty notices

6. Working with the Local Authority

- The AP will work in line with the local authority's attendance support services.
- Referrals to the local authority will follow persistent absence or failure to engage.
- Legal intervention (Penalty Notices or prosecution) is a last resort.

7. Reintegration and Inclusion

- Supportive reintegration plans are created following long absences or exclusions.
- Focus is placed on building positive relationships, flexible timetabling and emotional support.
- SEN, safeguarding and mental health needs are considered in all cases.

8. Monitoring and Evaluation

- Weekly tracking of attendance data by SLT.
- ½ Termly reviews by the Trust Board.

9. Policy Review

This policy will be reviewed annually or in response to updates in statutory guidance.

*Dispensation will be given in certain circumstances that are outside of the schools control