



21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

Attendance Policy

1. PRINCIPLES

1.1 We aim to create a welcoming and caring environment where every member of our school community feels valued and safe.

2. POLICY STATEMENT

2.1 Orchard Academy is committed to providing an excellent education for every child, every day. We aim to work closely with our community to continually improve school attendance.

3. SCOPE AND PURPOSE

3.1 This policy applies to all school leaders, staff, parents, and pupils. It outlines the roles, responsibilities, and actions necessary to improve pupil attendance.

4. LEGAL FRAMEWORK

4.1 This policy will be published on the school's website and reviewed regularly by the Senior Leadership Team (SLT) and Management Committee. It complies with the Department for Education's (DfE) guidance on improving school attendance and relevant legislation, including:

- The Education Act (1996)
- The Education Act (2002)
- The Education and Inspections Act (2006)
- The Education (Pupil Registration) (England) Regulations (2006, 2010, 2011, 2013, 2016)
- The Education (Penalty Notices) (England) Regulations (2013)

- DfE guidance on the school census and persistent absence thresholds.
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5. INTRODUCTION

5.1 The Attendance Policy supports our aim for every learner to attend school to fulfil their academic and social potential. We partner with parents, carers, the local authority, and external agencies to support excellent attendance. Improving attendance is a shared responsibility requiring effective communication and cooperation.

5.2 Excellent attendance is essential for academic success. We ensure parents understand the link between attendance and achievement and offer support to remove barriers to attendance. School leaders will create a safe, supportive, and stimulating learning environment where pupils are eager to learn.

6. AIMS

6.1 The aims of the Attendance Policy are to:

- Promote a welcoming atmosphere that makes students feel safe and valued.
 - Maintain good relationships between the school and parents/carers.
 - Provide clear guidelines on promoting and achieving high attendance and punctuality.
 - Monitor attendance effectively and address absences promptly.
 - Ensure all stakeholders understand their roles and strive to meet the school's attendance expectations.
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7. RESPONSIBILITIES

7.1 Management Committee and Senior Leadership Team:

Ensure fair application of this policy and provide oversight for attendance initiatives.

7.2 Staff:

Fulfil roles and responsibilities in monitoring attendance, communicating with parents, and supporting the policy's success.

7.3 Parents/Carers:

Encourage regular attendance and punctuality and communicate any issues that may affect attendance to the school.

7.4 Students:

Take responsibility for attending school regularly and arriving on time, while understanding the importance of their education.

8. ATTENDANCE DEFINITIONS

8.1 Absent: Not attending school for any reason.

8.2 Authorised Absence: Approved by the school for valid reasons, such as illness, medical appointments, or religious observances.

8.3 Unauthorised Absence: Not approved by the school, including unnecessary absences or holidays during term time.

8.4 Persistent Absence: Missing 10% or more of sessions.

8.5 Severe Absence: Missing 50% or more of sessions.

9. MONITORING AND REVIEWING ATTENDANCE

9.1 We monitor attendance daily and weekly, recognizing that early intervention prevents poor attendance. Support is provided for at-risk groups, and we set challenging attendance targets, regularly comparing our data to national and local averages.

9.2 Regular meetings and specific measures ensure effective safeguarding and identify patterns of absence, lateness, medical appointments, and use of absence codes. Attendance data informs action planning and policy revisions. Data is shared with the Management Committee, SLT, and relevant staff to facilitate discussions with pupils and families.

9.3 Interventions are monitored and modified as needed. Parents/carers are informed if a learner has not attended a class immediately. Learners, parents/carers, and any other relevant parties are provided with feedback after each class.

10. REVIEWING THIS POLICY

10.1 This policy will be reviewed regularly to ensure its effectiveness and compliance with legal requirements. Feedback from staff, students, and parents will be considered during the review process.

11. CONCLUSION

Orchard Academy is dedicated to fostering an environment where attendance is valued, and every student has the opportunity to achieve their academic potential. By working collaboratively with families and the community, we strive to support each learner in maintaining excellent attendance.

Approved by: Management Committee of Orchard Academy

Next Review Date: September 2025
