Attendance Policy

Review Period:	Annually
Person Responsible For Policy:	Strategic Attendance Lead
Governing Committee:	Trust Board
Date of committee approval:	7th October 2026
Date of Full Board ratification:	**7th October 2026**
Date for Review:	**6th October 2027**

1 Introduction

All Saints Multi Academy Trust (ASMAT) remains steadfast in its commitment to collaborating with students, parents and carers to improve attendance, promote student welfare, and support educational achievement. Attendance is vital for students to achieve their potential, and the trust strives for all students to aim for 100% to support their academic, social and personal development. However, **we define regular attendance as 97%** and have the expectation for all students to achieve this.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day, on time and provide an educationally safe and secure environment.

Attendance is everyone's business; the whole school community, wider agencies and parents/carers. The barriers to education can be wide and complex, both within and beyond the academy gates. The foundation of securing excellent attendance is that academies are calm, orderly, safe and supportive environments where all students want to be, are keen and ready to learn.

Each academy in All Saints Multi Academy Trust has a senior leader for attendance (or 'attendance champion') who is responsible for the strategic approach to attendance.

2 Objectives

- Set high expectations for the attendance and punctuality of all students
- Provide a framework to support building strong relationships with families to ensure students have the support in place to attend school
- Raise the profile of attendance and punctuality amongst the whole school community
- Have clear procedures for the maintenance of accurate registration for all students
- Have a consistent and systematic approach to escalating support and challenge, where necessary, for absence
- Reduce the number of students who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every student has access to a full-time education
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

3 Scope

This policy is based on the Department for Education statutory guidance 'Working Together to Improve School Attendance" and applies to all staff, students and parents/carers.

The guidance is based on the following legislation:
Education Act 1996
Education Act 2002

Education and Inspections Act 2006
The School Attendance (Pupil Registration) (England) Regulations 2024
The Education (Penalty Notices) (England) (Amendment) Regulations 2024

It also references:
Keeping children safe in education - GOV.UK
Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK

4 Roles and Responsibilities

4.1 The **trust board** is responsible for:

- Ensuring that the trust has a clear attendance policy based on the most recent statutory guidance
- Ensuring that trust leaders fulfil expectations and statutory duties
- Ensuring that trust leaders provide high quality training in relation to attendance procedures specific to each individuals roles and responsibilities
- Promoting the importance of attendance across the trust's policies and ethos
- Monitoring, reviewing and challenging attendance data for the trust
- Holding trust leaders to account for the implementation of the policy

4.2 The **executive team** is responsible for:

- Designing an attendance strategy with the aim of improving attendance across all academies within the trust
- Ensuring academy leaders fulfil expectations and statutory duties
- Monitoring academy compliance with statutory duties and trust strategy
- Ensuring each academy has a senior leader for attendance (or 'attendance champion') responsible for driving the attendance strategy
- Monitoring, reviewing and challenging attendance data for the academies
- Ensuring the senior leaders receive training and professional development to deploy attendance systems and strategy effectively

4.3 The **Headteacher** is responsible for:

- Establishing a culture where high attendance and punctuality is the expectation and accepted as the norm
- Ensuring all students understand the importance of high attendance and punctuality
- Ensuring academy compliance with statutory duties and consistency in the implementation of the trust strategy
- Ensuring every staff member knows and understands their responsibilities for attendance and how safeguarding links to these plus receives appropriate training and professional development to deploy attendance systems and strategies effectively
- Ensuring staff are actively working to maximise attendance for individuals as well as the school population as a whole

- Creating and maintaining a register of vulnerable students, including those who are severely absent, and ensuring there is an inclusion meeting to discuss these students fortnightly as a minimum
- Ensuring robust monitoring of attendance, including regular discussion of data, trends and strategies with the leadership team
- Reporting attendance figures to the local academy council, recognising areas of strength and for further improvement
- Ensuring that the trust strategy and approach is communicated to all stakeholders including staff, parents/carers and students
- Ensuring the attendance policy is communicated to families upon joining the school, with an annual reminder at the beginning of every school year, and is published on the academy website
- Working collaboratively with other agencies and partners, including the local authority, to support attendance and ensure the safeguarding of students
- Keeping parents regularly informed of their child's attendance and absence record
- Developing and implementing strategies to support students who have had periods of prolonged absence
- Overseeing any arrangements where pupils are not attending the academy on a full-time basis

4.4 The **senior leader for attendance** ('attendance champion') is responsible for:

- Implementing the attendance policy with the headteacher
- Championing and improving attendance by ensuring the trust strategy is implemented
- Evaluating and monitoring the efficacy of strategies, interventions and processes
- Monitoring data regularly to ensure early intervention
- Compiling and presenting academy data to the headteacher, senior leadership team, local academy council and staff
- Attending Targeted Support Meetings with the local authority
- Communicating the trust strategy to all stakeholders

4.5 The **attendance team** is responsible for:

- Ensuring that all attendance is accurately recorded and coded, dealing with any unexplained absences in line with DfE guidance
- Completing robust first day response calls including priority routines for vulnerable students
- Providing appropriate support and challenge, following up on absence and poor punctuality
- Undertaking home visits in line with safeguarding responsibilities to engage families and ensure children are safe
- Identifying students who may need support from other agencies/partners and following the academy process for referral
- Implementing Child Missing in Education (CME) procedures when necessary

4.6 **Academy staff** are responsible for:

- Establishing a culture of belonging across the academy, including a calm, orderly environment with consistent routines
- Completing registers accurately and on time
- Where applicable, acting as mentors to students to support and encourage attendance
- Underpinning the attendance culture by demonstrating excellent attendance and punctuality
- Reinforcing the importance of attendance and key messages in line with the trust strategy and as directed by the headteacher
- Applying rewards and sanctions consistently
- Supporting the trust vision and strategy to improve attendance
- Following academy procedures to report safeguarding concerns

4.7 The **local academy council** is responsible for:

- Monitoring academy attendance data against local and national information
- Monitoring the attendance of groups, including disadvantaged and SEND
- Providing challenge and support for academy leaders in order to improve attendance

4.8 **Parents:**

The law requires parents to ensure that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special education needs that they may have. Most parents fulfil this responsibility by enrolling their children at a school.

Parents whose children are enrolled with a school are responsible for ensuring that, whenever possible, their child attends and stays at school every day that it is open.

Parents are responsible for:

- Ensuring their child is punctual and attends school every day that it is open, dressed in full school uniform
- Instilling the importance of school attendance and how this links to the child's future potential including their academic, social and personal development
- Informing the academy of any absence, the reason for this and expected return date, by 8.30am; plus informing the academy if your child is expected to be late
- Providing contact details for at least 2 adults and informing the academy of any changes to contact details
- Booking holidays outside of term time and only requesting leave in exceptional circumstances, using the relevant form. Exceptional circumstances may include close family bereavement or taking part in a significant religious event. Unacceptable reasons would include general holidays, weddings, concerts and birthdays. Parents can receive a penalty notice fine for taking unauthorised leave in term time without prior consent from the school

- Booking any medical or dental appointments outside of school hours, where possible, and providing confirmation of the appointment if this does fall within the school day
- Working in partnership with the academy to resolve any issues or barriers to attendance and proactively engaging with any support offered
- Attending parents' evening and any other relevant meetings
- Treating academy staff with respect

4.9 **Students** are responsible for:

- Attending the academy every day, on time and in full school uniform with appropriate equipment
- Discussing any difficulties they are experiencing with school attendance to a relevant member of staff
- Engaging with staff and accepting support to improve their attendance
- Treating staff with respect

5 Promoting Attendance

This is the responsibility of all staff, parents/carers and students and the academy will:

- Regularly review the curriculum to ensure it meets the needs of all students and deliver high quality teaching and learning
- Implement strategies to support students to arrive on time and attend well
- Recognise excellent, or improved, attendance using a banded approach (see appendix) through a variety of rewards, incentives, praise and whole school events
- Regularly promote the benefits of good attendance in school to all students
- Discuss vulnerable pupils at a regular inclusion meeting to implement interventions to address any barriers to attendance
- Keep parents informed of their child's attendance through reports, letters or email correspondence and meetings, when required.

6 Monitoring Attendance

6.1 **Attendance Register:**

Each academy maintains an attendance register and all students, including those of non-compulsory school age, are placed on this register. The statutory register is taken at the start of the school day and once during the second session of the day.

Attendance is recorded as present or absent and whether the absence is authorised or not (see appendix for full list of Department for Education (DfE) attendance codes). The nature of any approved educational activities, or circumstances where a student is not required to attend due to exceptional circumstances would also be recorded.

Any student arriving after the register for the first session is taken will be marked as late (L).

If a student arrives after the register for the first session closes, the student will be marked as absent (U). This may trigger a penalty notice as U codes contribute to the 10-session national threshold (see 7.5 Penalty Notices).

6.2 Analysing Attendance:

The trust will monitor attendance and absence daily, weekly, half termly, termly and yearly across the trust, by academy and at an individual pupil level. Particular groups of students with a cause for concern will be identified.

The academy will comply with the legal requirement to share pupil level attendance data with the DfE through the management information systems. This data sharing supports national efforts to monitor and improve attendance and enables access to the View Your Education Data (VYED) tool for real-time monitoring of trends. This data share is configured to automate the data transfer securely.

The academy will compare data to local and national averages and share this with trustees and the local academy council. The trust and the academy will use data to evaluate the impact of attendance practises.

7 Reducing Absence

7.1 The DfE guidance 'Working Together to Improve School Attendance' makes clear that all parties; including schools, parents, multi academy trusts and local authorities should place a strong emphasis on school attendance.

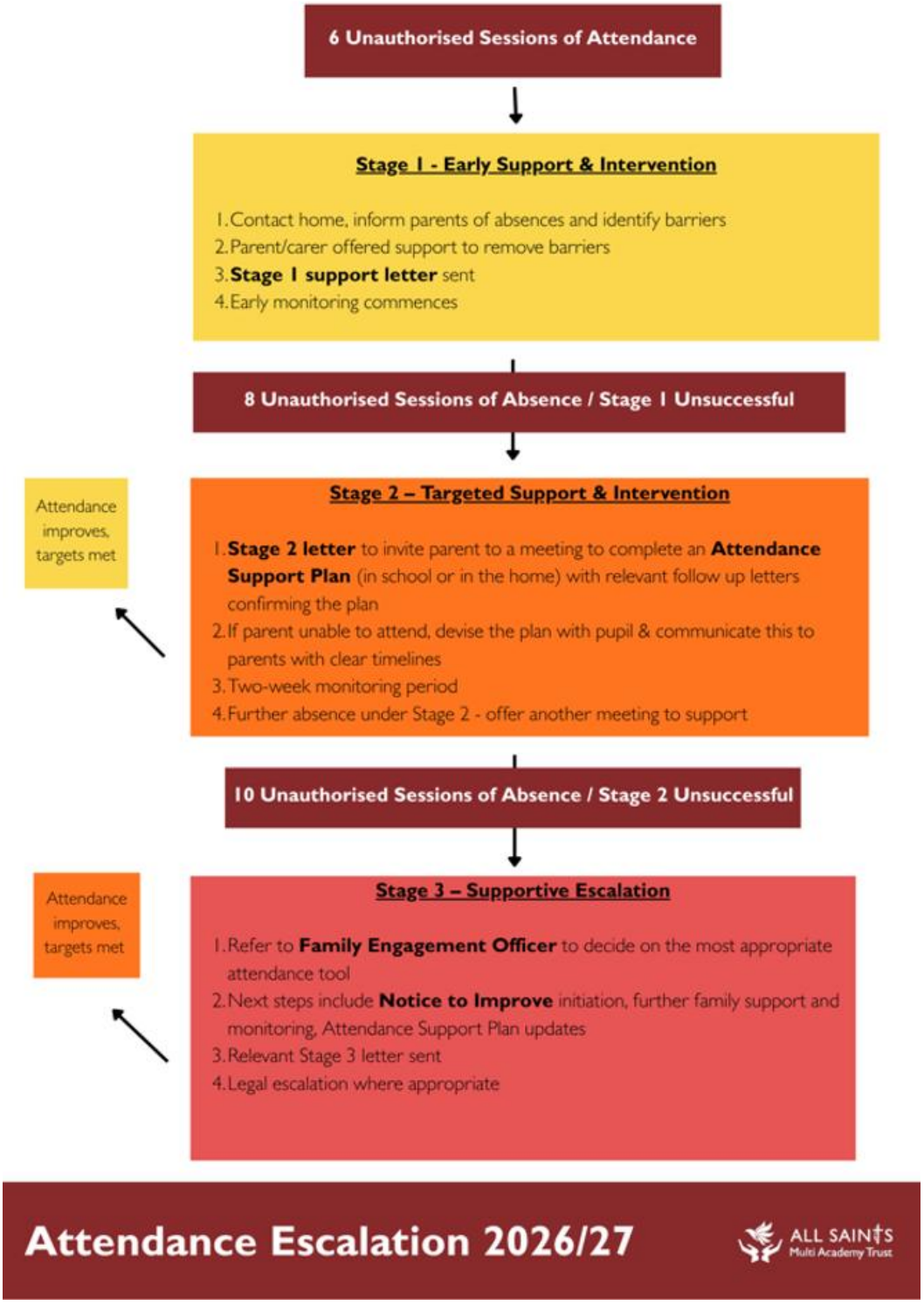
All students are expected to attend every session. However, if a student falls below 97%, or if anomalous patterns emerge, attendance procedures will be activated according to our escalation system (see below – Attendance Escalation 2026/27).

7.2 A student is **persistently absent if their attendance falls below 90%**; this is whether the absence is authorised or unauthorised. The DfE expects schools to intervene early to prevent persistent absence.

Children who miss 50% or more of school are severely absent and are a priority group for academies. Additional support may be required from the local authority and partner agencies.

7.3 At All Saints Multi Academy Trust, our attendance protocols aim to improve attendance through engagement and reward. When issues arise, academies aim to support students and parents to reduce any barriers preventing good attendance.

7.4 In cases where support has failed to improve attendance to acceptable levels, schools and trusts are expected to work with local authorities to improve attendance. This may include the use of attendance contracts, penalty notices, education supervision orders, attendance prosecution and parenting orders.


6 Unauthorised Sessions of Attendance
Stage 1 - Early Support & Intervention
1. Contact home, inform parents of absences and identify barriers
2. Parent/carer offered support to remove barriers
3. Stage 1 support letter sent
4. Early monitoring commences
8 Unauthorised Sessions of Absence / Stage 1 Unsuccessful
Attendance improves, targets met
Stage 2 – Targeted Support & Intervention
1. Stage 2 letter to invite parent to a meeting to complete an Attendance Support Plan (in school or in the home) with relevant follow up letters confirming the plan
2. If parent unable to attend, devise the plan with pupil & communicate this to parents with clear timelines
3. Two-week monitoring period
4. Further absence under Stage 2 - offer another meeting to support
10 Unauthorised Sessions of Absence / Stage 2 Unsuccessful
Attendance improves, targets met
Stage 3 – Supportive Escalation
1. Refer to Family Engagement Officer to decide on the most appropriate attendance tool
2. Next steps include Notice to Improve initiation, further family support and monitoring, Attendance Support Plan updates
3. Relevant Stage 3 letter sent
4. Legal escalation where appropriate
Attendance Escalation 2026/27
ALL SAINTS Multi Academy Trust

7.5 Penalty Notices:

Taking a child out of school without authorisation, most commonly for term-time holidays, can lead to a penalty notice The Education (Penalty Notices) (England) (Amendment) Regulations 2024.

The threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling 10-week period. The fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. Each parent who is liable can be issued with a penalty notice. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be at the higher rate of £160.

In the case where the national threshold is met for the third time, alternative action will be taken. This may result in prosecution or another attendance legal intervention.

7.6 Schools are also required to inform local authorities of:

- Any student who is regularly absent from school (where absences amount to 10 or more days, either consecutively or not, and have been unauthorised)
- Any student marked as I (absent due to illness) and there are reasonable grounds to assume the student will miss 15 school days

8 Removal from roll

Schools must notify local authorities in every circumstance when removing a child's name from the school roll.

If a parent wishes to remove their child from the roll they should contact the academy in writing, detailing comprehensive information of their plans, any new address/telephone numbers and school details and the dates applicable.

If a student leaves without the academy receiving information, the child is considered to be a Child Missing in Education (CME). This requires schools and the local authority to carry out investigations to locate the child which may involve Police, Children's Services or other agencies.

Appendix

1 – Attendance Codes

Guidance	Code	Description	Meaning
Attending School	/	AM Present	Attending
	\	PM Present	Attending
	L	Late arrival before the register is closed	Attending
Attending a place other than school	K	Attending educational provision arranged by the LA *Schools must also record the nature of the educational activity*	Attending
	V	Educational visit or trip	Attending
	P	Participating in a sporting activity	Attending
	W	Work experience	Attending
	B	Attending any other approved educational activity *Schools must also record the nature of the educational activity*	Attending
	D	Dual registered at another school	Not counted as a possible session
Absent – leave of absence	C1	Participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
	M	Medical or dental appointment	Authorised absence
	J1	Attending an interview for employment or for admission to another educational institution	Authorised absence
	S	Studying for public examinations	Authorised absence
	X	Non-compulsory school age pupil not required to attend	Not counted as possible session
	C2	Absence due to part time timetable for compulsory school age pupil	Authorised absence
	C	Exceptional circumstances	Authorised Absence
Absent – other authorised reasons	T	Parent travelling for occupational purposes	Authorised Absence
	R	Religious observance	Authorised Absence
	I	Illness	Authorised Absence
	E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
Absent – unable to attend school due to unavoidable cause	Q	Unable to attend school due to lack of transport arrangements made by the LA where a legal duty exists	Not counted
	Y1	Unable to attend due to transport normally provided not being available	Not counted
	Y2	Unable to attend due to widespread disruption to travel	Not counted
	Y3	Unable to attend due to part of school premises being closed	Not counted
	Y4	Unable to attend due to whole school site being unexpectedly closed	Not counted
	Y5	Unable to attend as pupil is in criminal justice detention	Not counted
	Y6	Unable to attend in accordance with public health guidance or law	Not counted
	Y7	Any other avoidable cause *(nature of this must be recorded by school)*	Not counted
Absent – unauthorised absence	G	Holiday not granted by school	Unauthorised absence
	N	Reason not yet established	Unauthorised absence
	O	Other or unknown circumstances	Unauthorised absence
	U	Arrival after registration closes	Unauthorised absence
Administrative	Z	Pupil's name entered in advance of start date	N/A
	#	Planned whole school closure	N/A

2 – Attendance Banding

Band		Missed learning & social time over a year	
1	**97-100%**	0 - 6 days	0 - 36 hours
2	**95-97%**	6 - 10 days	36 - 60 hours
3	**93-95%**	10 - 13 days	60 - 78 hours
4	**90-93%**	13 - 19 days	78 - 114 hours
5	**90-85%**	19 - 28 days	114 - 168 hours
6	**85-80%**	28 - 38 days	168 - 228 hours
7	**80-75%**	38 - 48 days	228 - 288 hours
8	**75-70%**	48 - 57 days	288 - 342 hours
9	**70-65%**	57 - 66 days	342 - 396 hours
10	**65-60%**	66 - 75 days	396 - 450 hours
11	**60-55%**	75 - 85 days	450 – 510 hours
12	**55-50%**	85 - 94 days	510 - 564 hours
13	**≤50%**	94+ days	Over 564 hours