THE SPIRE
CHURCH OF ENGLAND LEARNING TRUST
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School Attendance Policy
2025 – 2028
Individual School Procedures (Part 2)

To be read in conjunction with the Trust Attendance Policy (Part 1)

Name of School

Add school logo

This policy is been reviewed and updated by the CEO and the Trust Safeguarding Lead.

It will be reviewed as guidance from the Local Authority and/or DfE is updated. Otherwise, it will be reviewed on a triennial basis and will be approved by the Trust Board (Part 1) and the school's Local Governing Body (Part 2). It will be implemented by all schools within the Trust.

Reviewed:	March 2025
Ratified:	April 2025
Next Review Date:	March 2028

In collaboration with

Contents

Part 2: Individual School Detail and Procedures Contents

Key personnel and procedures to be personalised by each school within the Trust. These are displayed from Page 12 onwards including :

Part 2 Appendix 1: Strategies used to improve attendance and punctuality.

1. Key attendance personnel
2. Timings of the school day, timings of registration periods
3. Punctuality (lates) procedures
4. First day absence procedures
5. Medical/dental appointment procedures
6. Request for leave of absence procedures
7. Following up unexplained absence
8. Strategies for promoting attendance
9. Reducing persistent and severe absence
10. Reporting to parents/carers

Part 2 Appendix 2: Flowchart of attendance intervention actions – to be amended by the individual school

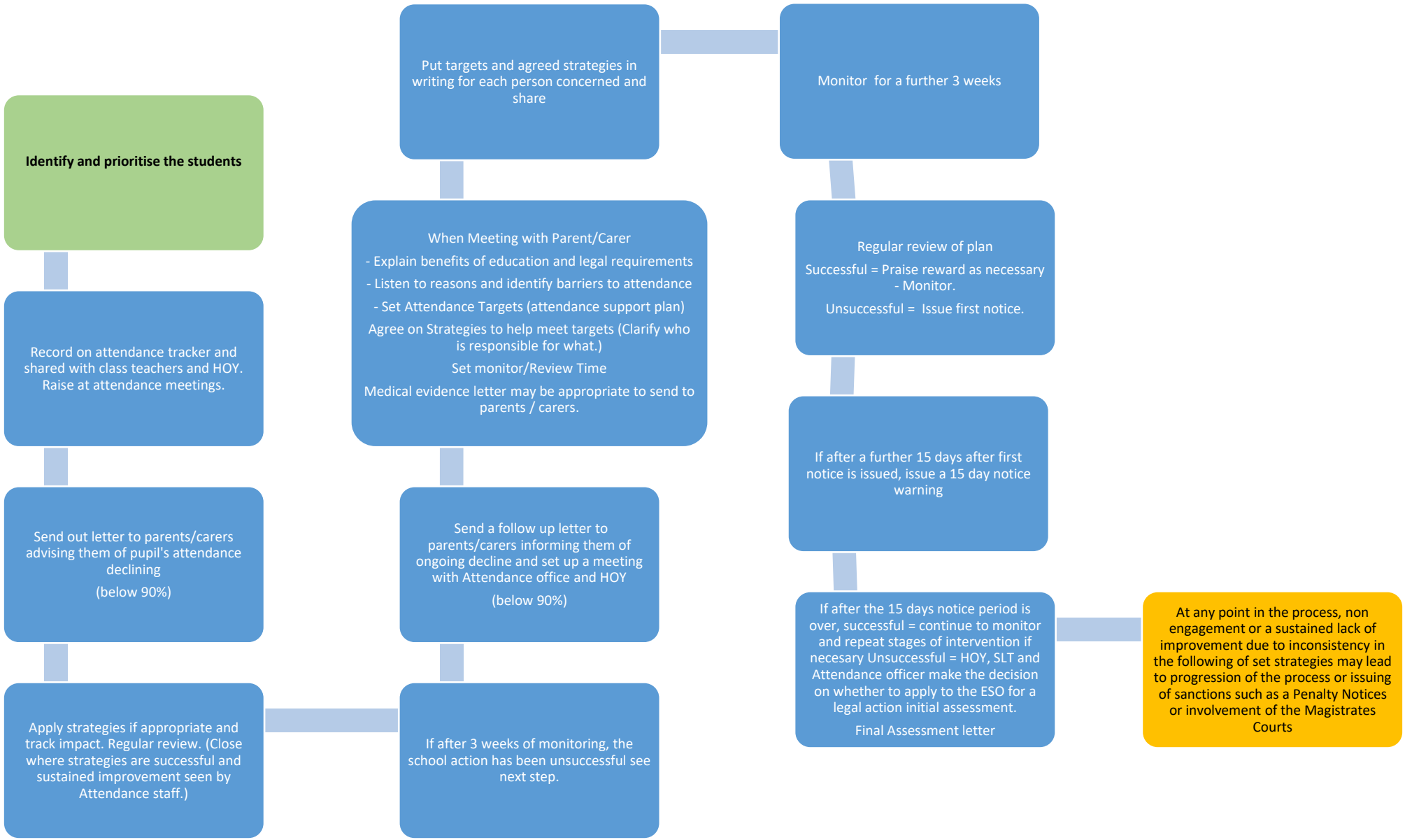
Part 2 Appendix 3: Example of Attendance Support Plan.

Part 2: School Specific Information (blank template for completion)

School:		
1. Key attendance personnel (*please amend roles to suit your school)		
Role	**Name**	**Contact details**
Headteacher/Head of School		
School Attendance Lead (Senior Leader)		
Safeguarding & Welfare Lead (Designated Safeguarding Lead)		
Attendance Administrator		
SENDCO		
Governor for attendance		
2. Timings of the school day, timings of registration periods.		
Morning session		
Starts at xxxx am	Register taken xxx am Arriving after this time, will be marked 'L' (late)	Register closes at xxx am. Arriving after this time, will be marked 'U' (unauthorised late) unless a medical appointment.
Afternoon session		
Starts at xxxxpm	Register taken at xxxpm	Register closes at xxxpm.
Timings of the school day:		
3. Punctuality (lates) procedures		
- How do children register if arriving late? - What happens if a child is repeatedly late or excessively late? - Are there any rewards or sanction for punctuality?		
4. First day absence procedures		
- What must parents/carers do if their child is absent - What does the school do if a child is absent - Include Safeguarding actions that you may take		

5. Medical / dental appointments procedures
- Outline your processes for medical and dental appointments (including numbers and contact methods that you allow) - Refer to when you might seek medical evidence and the types of evidence that are acceptable in your setting.
6. Request for leave of absence procedures
- Outline your procedures for requesting leave of absence for any reason (planned absence) - Include a sentence about Headteacher/Head of School discretion and exceptional circumstances - - explain that requests that have been declined will be coded as unauthorised. - Signal that the register codes are given in appendix 1 of Part 1 of the policy (Trust wide policy)
7. Following up unexplained absence
- Detail how you follow up on absence when parent / carer has not been in touch with the school. - Signal how things can result in Local Authority involvement - Refer to safeguarding responsibilities and the actions you must take to keep children safe.
8. Strategies for promoting attendance
- List or describe the strategies that you use to encourage good and improving attendance - You have the option to refer to include and refer Part 2 appendices and materials that you may share with parents that summarise this.
9. Reducing persistent and severe absence
- Explain how the school build a relationship with families to support good and improving attendance. - Explain the processes in place at your school – how is communication facilitated and how are solutions found? - Signal the approach outlined in Appendix 2 of Part 1 (DfE flowchart) unless you are using a different approach. **Expect** (good attendance) – **Monitor** (use data) – **Facilitate Support** (identify and remove barriers) – **Formalise Support** (contracts or orders) – **Enforce** – Legal sanctions.
10. Reporting to parents/carers
- Explain how parents/carers are kept informed of their child's attendance, and how often they will receive this information.

PART 2 – APPENDIX 2 – INTERVENTION FLOWCHART – TO BE COMPLETED AND AMENDED BY THE INDIVIDUAL SCHOOL



Part 2 - Appendix 3

Attendance support plan

Pupil:

Class:

Attendance meeting was held on

Present at the meeting:

Current attendance:

Points discussed during the meeting:
What support will school provide?
What actions will parent/carer take to improve their child's attendance?
Review meeting date: