



PUPIL ATTENDANCE POLICY

THIS DOCUMENT IS AN APPENDIX TO THE
MAIN OVERARCHING POLICY HELD BY
NEXUS MULTI ACADEMY TRUST

Date Published	November 2017
Version	1
Approved Date	October 2017
Review Cycle	Every 3 Years
Review Date	October 2020

An academy within:



“Learning together; to be the best we can be”



THIS DOCUMENT IS AN APPENDIX TO THE MAIN OVERARCHING POLICY HELD BY NEXUS MULTI ACADEMY TRUST

1. Attendance Policy

1.1. Attendance Policy – Abbey School Specifics

- School starts at 09.00 am
- Registration closes at 09.05 am
- Afternoon registration closes at 13.50 pm
- End of School at 15.30 pm

School Procedure for Pupil Absence

Parent / Carer to call before 9 am into School - telephone: 01709 740074 or email abbeyschool@nexusmat.org

If Parent / Carer does not make contact with school an email will be sent to the Safeguarding Team to contact the Parent / Carer via telephone or home visit where concerns or patterns in attendance are being monitored.

If a pupil has a medical appointment, Parents / Carers are responsible for returning their child back to school straight after the appointment to ensure learning time is not missed. Evidence of the appointment is also required from the Parent /Carer.

Attendance is tracked by the safeguarding team daily.

Where a pupils attendance is within the following boundaries the subsequent action will be taken:

Attendance Boundaries

- 94%< Attendance is viewed as expected.
- 90-94% Attendance conversation with parent / carer on whether support is needed.
- 85-89% Attendance letters sent out by school and home visit follow up.
- 80-84% Attendance plan in place, C-Poms alert changed to yellow concern. Meeting with Wellbeing Lead and Keyworker arranged. Subsequent action taken from the meeting.
- >80% Referral to Early Help and meeting with EWO arranged to gain support for pupil, parent / carer.



The school target for overall attendance is 94% for 2017-2018

Please note:

If you are struggling with your child's attendance please contact school as soon as any problem begins. This will allow us to put the correct early intervention in place to stop the issues continuing further.