



Pupil Attendance Policy

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

Date Published	November 2017
Version	4
Approved Date	November 2022
Review Cycle	Annual
Review Date	November 2023



1. School Specifics

- 1.1. School starts at 9.00 am
- 1.2. Registration closes at 9.05 am
- 1.3. Afternoon registration closes at 13.50 pm
- 1.4. End of School at 15.30 pm

2. School Procedure for Pupil Absence

- 2.1. Parent / Carer to call before 9am into School 01709740074 or email abbeyschool@nexusmat.org
- 2.2. If Parent / Carer does not make contact with school the Wellbeing and Safeguarding Team to contact the Parent / Carer via telephone or home visit where concerns or patterns in attendance are being monitored.
- 2.3. 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.
- 2.4. Attendance is tracked by the Wellbeing Safeguarding team daily.
- 2.5. Where a pupil's attendance is within the following boundaries the subsequent action will be taken.

3. Attendance Boundaries

- 3.1. 94%< attendance is viewed as expected.
- 3.2. 90-94% attendance conversation with parent / carer on whether support is needed.
- 3.3. 85-89% - Attendance letters sent out by school and home visit follow up.
- 3.4. 80-84%- Attendance plan in place, C-Poms alert changed to yellow concern. Meeting with Wellbeing Lead and Keyworker arranged. Subsequent action taken from meeting.



- 3.5. >80% - Possible referral to the attendance pathways and meeting with the local authority Education Welfare Officer arranged to gain support for pupil, parent / carer.
- 3.6. **The school target for overall attendance is 94%.**
- 3.7. 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.