



RPT Pupil Attendance Policy

July 2025

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With Reference to Keeping Children Safe in Education – September 2025

Working together to improve school attendance – statutory guidance 2024

Contents of policy

1. Policy Statement
2. Why regular attendance is so important
3. Aims
4. Roles and responsibilities
5. Monitoring attendance
6. Working with families
7. Support
8. Escalation and legal intervention
9. Persistent absenteeism
10. Children missing education
11. Lateness
12. Term time leave
13. If your child is absent without authorisation
14. Telephone numbers
15. Attendance targets and reporting
16. Those people responsible for attendance matters
17. Reviewing the policy

1. Policy Statement

At Rise Partnership schools, we believe that regular and punctual school attendance is vital for all pupils to achieve their full potential. Our schools are committed to promoting learning environments which enable all members of the community to love, learn and laugh together. We recognise that, for our pupils who have Education, Health and Care Plans (EHCPs), a supportive, individualised and trauma-informed approach is essential.

Our mission is for every child and young person to be successful in their future lives. For this to happen we must champion the unique potential of every pupil. We know that an excellent education underpinned with opportunities to love, learn and laugh is transformative, and we are committed to this motto.

We take into account pupils' varied life experiences and needs, providing equal opportunities for all pupils, whatever their age, disability, race, religion or belief, gender / gender identity or socio-economic background, to ensure that every child really does matter.

This policy is written in line with the DfE statutory guidance "**Working Together to Improve School Attendance**" (2022, effective from September 2024) and takes into account the unique circumstances of our pupils.

2. Why regular attendance is so important:

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect learning. Ensuring your child's regular attendance at school is the legal responsibility of parents/ carers and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of RPT schools, promoting welfare and life opportunities is paramount. Failing to attend school on a regular basis will be considered as a safeguarding matter.

3. Aims

We aim to:

- Ensure every pupil has access to full-time education suited to their needs and abilities.
- Support families and pupils in overcoming barriers to attendance.
- Work collaboratively with multi-agency professionals to ensure attendance support is holistic.
- Meet our safeguarding responsibilities by knowing the whereabouts of our pupils during school hours.

4. Roles and Responsibilities

The Trust Board will:

- Ensure that the attendance policy meets statutory guidance

Local Academy Board will:

- Regularly review attendance data and policy implementation.
- Challenge school leaders to ensure effective attendance practice.
- Ensure attendance is a standing item in governor meetings.

The Headteacher will:

- Promote a whole-school culture of good attendance.
- Ensure staff, pupils, and families understand the importance of attendance.
- Monitor attendance data and oversee intervention strategies.
- Ensure compliance with legal responsibilities regarding attendance and safeguarding.

The Designated Safeguarding Lead (DSL) will:

- Liaise with families and external agencies to remove barriers to attendance.
- Monitor attendance daily and implement intervention strategies.
- Ensure accurate, timely coding and reporting of attendance data.
- Report attendance data to LAB & Executive Director of Schools

Class staff will:

- Foster strong relationships with pupils and families.
- Monitor patterns of attendance and punctuality.
- Communicate early concerns to the DSL or Senior Leadership Team.

Parents and Carers are expected to:

- Ensure their child attends school regularly and punctually.
- Inform the school of the reason for any absence on the first day.
- Engage with the school and professionals to resolve attendance issues.

Pupils will be supported to:

- Understand the importance of regular attendance.
- Develop a sense of belonging and feel safe and supported in school.

5. Monitoring Attendance

- Registers are taken twice daily at the start of the morning and afternoon sessions.

- Attendance is recorded using the DfE-prescribed codes.
- First-day calling procedures are followed for unexplained absences.
- Monitoring is carried out to identify patterns of concern, with appropriate follow-up

6. Working with Families

We acknowledge the additional challenges many of our families face, including medical, mental health, and transport-related barriers. We will:

- Offer Early Help support where needed.
- Work collaboratively with professionals including social workers, school nurses, inclusion team, CAMHS, transport and SEND services.
- Use multi-disciplinary approaches.
- Respect the individual circumstances of each child and family.

7. Support

Consistent with statutory guidance, our school prioritises supportive and inclusive strategies to improve attendance. These may include:

- Individual support plans and reintegration programmes following prolonged absence.
- Adjustments to timetables or routines to support emotional regulation or health needs.
- Use of part-time timetables only where necessary, time-limited, and reviewed regularly in line with DfE guidance.

8. Escalation and Legal Intervention

Where persistent absence continues despite intervention:

- The school will follow a graduated approach, including written communications, school meetings and meetings with the Educational Welfare Officer
- Referrals to the Local Authority may be made if attendance does not improve.
- Legal action (including Penalty Notices or prosecution) will only be considered as a last resort and after all support avenues have been explored.

9. Persistent Absenteeism (PA):

- A pupil becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and RPT need parent's fullest support and co-operation to tackle this.
- We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.
- PA pupils are tracked and monitored carefully.

10. Children missing Education (CME)

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. School responsibilities are to enter pupils on admission registers on the first day that pupils should attend school, monitor attendance closely through the daily register referring poor attendance where necessary to the local authority and making reasonable enquiries to establish the whereabouts of pupils who do not attend school. School must arrange fulltime education for any excluded pupils from the sixth day of a fixed period exclusion.

11. Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we manage lateness:

The school day starts at **9am** and we expect your child to be in class at that time.

Registers are marked by **9.10am** and your child will receive a late mark if they are not in by that time.

At **9.10am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or prosecution if the problem persists.

If your child has a persistent late record you will be asked to meet with the Head Teacher or Deputy Head to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

12. Term time Leave:

Taking your child out of school during term time will affect your child's learning and we expect parents to help us by not taking children away in school time. The Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic entitlement in law to time off in school time.

All applications for leave must be made in advance and all decisions are at the discretion of the Head Teacher. In making a decision we will consider the circumstances of each application individually.

It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- When a pupil is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below (90%) or will fall to or below that level as a result of taking term time leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and we may refer you to Brent Council's Education Welfare Service. You may receive a Formal Warning, Education Penalty Notice or be prosecuted in court.

13. If your child is absent without authorisation we will:

- Telephone or text you on the first day of absence if we have not heard from you. If we cannot contact you we will try other contacts on our system to verify that everything is ok and ensure that we are following our statutory safeguarding duties as outlined in Keeping Children Safe in Education (September 2023 and Working Together to Safeguard Children).
- Invite you in to discuss the situation with a Designated Safeguarding Lead, if absences are unauthorised;
- If unauthorised absence continues, invite you to a pre-referral meeting with the Brent Council's Education Welfare Officer.
- Refer the matter to Brent Council's Education Welfare officer if attendance is below 85% and the majority of absence is unauthorised. Unauthorised absence needs to be 10% or above for casework procedures to lead to a possible penalty notice or prosecution.
- The Education Welfare Service may take no action, issue a written warning, issue a penalty notice or move into prosecution proceedings.

14. Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. In order to fulfil our safeguarding

statutory duty we ask parents for 3 contact numbers in case of emergency. If a child is not at school and we have not been notified of the reason and cannot contact a parent/ carer we will telephone emergency contacts to ensure that everyone is safe. There will be regular checks on telephone numbers throughout the year and this information is verified during an Annual Reviews.

15. Attendance Targets and Reporting

- Attendance data is shared termly with governors and trustees and reported in the head teacher’s report.
- Attendance is included in annual reviews for pupils with EHCPs.
- Data is analysed by groups (e.g., EHCP status, medical needs) to ensure equitable approaches.

16. Those with responsibility for pupil attendance

The Avenue School	Penny Doswell (Head Teacher) / Esen Fikret (DSL)
Manor School	Steve Thompson (Head Teacher) / Angela Boast (DSL)
Wembley Manor	Andrew Chaplin (Head Teacher) / Paul Best (DSL)

17. Reviewing the Policy

This policy will be reviewed annually, or sooner if new guidance is issued. It will also be updated to reflect learning from case reviews, audits, or any significant changes to pupil needs or school context.

Date of next review: July 2027