

ATTENDANCE POLICY

LAST REVIEW

September
2025

REVIEW PERIOD

Annually

NEXT REVIEWDATE

September
2026

Contents

1. Introduction.....	2
2. Academic Day (Monday to Friday).....	3
2.1 Primary Pupils.....	3
2.2 Secondary Pupils.....	3
2.3 Pupil Lateness.....	3
3. Responsibilities.....	4
3.1 School Responsibilities	4
3.2 Parents/Carer Responsibilities	4
4. Register Completion & Absence Requesting.....	5
5. Risk Assessments for Academy Welfare	5
5.1 Visits Announced and Unannounced	5
6. Monitoring and Evaluation.....	5
7. Term Time Holidays.....	6
8. Change of Placement / Elective Home Education.....	6
9. Appendix 1 – Days Off Affect Your Learning.....	7

1. Introduction

At Sutton House Academy, we believe every pupil matters and has a fundamental right to be educated. Regular school attendance is essential if children are to achieve their full potential.

Sutton House Academy believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

This is particularly important for students with a statement of SEMH as they are more in need of these opportunities and are less likely to have previously attended well at school.

Sutton House Academy values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Good attendance and punctuality are key to personal development, progression, learning and achievement.

Parents/carers have a duty of care to ensure and encourage maximum attendance and punctual arrival at school and lessons.

Teachers and Support Staff have a duty to monitor and encourage maximum attendance and punctual arrival at school and lessons.

The Academy has a duty of care to record accurately and fully each pupil's attendance. All staff will support maximum attendance and punctuality.

We will praise & reward full & improved attendance & punctuality.

The Academy works in close partnership with the Local Authority Attendance Service to ensure all pupils are supported to achieve maximum attendance and be successful in achieving educational potential.

Should a child have persistence attendance issues then the academy reserves the right to undertake welfare checks.

2. Academic Day (Monday to Friday)

2.1 Primary Pupils

Monday - Friday		
Start Time	End Time	Lesson
8:45 AM	9:00 AM	Morning Registration and Wellbeing Session
9:00 AM	9:40 AM	Lesson 1
9:40 AM	10:20 AM	Lesson 2
10:20 AM	10:35 AM	Morning Break
10:35 AM	11:15 AM	Lesson 3
11:15 AM	11:55 PM	Lesson 4
11:55 PM	12:35 PM	Lunch Break
12:35 PM	13:15 PM	Lesson 5
13:15 PM	13:55 PM	Lesson 6
13:55 PM	14:00 PM	Tutor Time
END OF DAY		

2.2 Secondary Pupils

Monday - Friday		
Start Time	End Time	Lesson
8:45 AM	9:00 AM	Morning Registration and Wellbeing Session
9:00 AM	9:40 AM	Lesson 1
9:40 AM	10:20 AM	Lesson 2
10:20 AM	10:35 AM	Morning Break
10:35 AM	11:15 AM	Lesson 3
11:15 AM	11:55 PM	Lesson 4
11:55 PM	12:35 PM	Lesson 5
12:35 PM	13:15 PM	Lunch Break
13:15 PM	13:55 PM	Lesson 6
13:55 PM	14:00 PM	Tutor Time
END OF DAY		

2.3 Pupil Lateness

The school day starts at 8.45am and ends at 2.00pm.

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken between 8.45am and 9am. Unless the pupil is on an alternative timetable. Failure to do so will result in a late mark (L). The register will be kept open until 10am and any pupil arriving after this time will be marked "U" (unauthorised absence).

The afternoon register will open at 12pm and close at 1pm Any pupils arriving after this time will receive a late mark (L).

3. Responsibilities

3.1 School Responsibilities

- Sutton House Academy must enter pupils on the admissions register at the beginning of the first day of which has been agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, then the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- Sutton House Academy must monitor pupil's attendance through their daily register and should agree with their local authority the intervals at which they will inform the local authority of the details of pupils who fail to attend regularly or have missed ten school days or more without permission.
- The Access Inclusion Team Family Support Team are the Local Authority formal enforcement agency and work with the Sutton House Academy to improve attendance via scheduled weekly case review meetings and direct intervention when poor attendance fails to improve through school-based support.
- The Senior Leadership team (SLT) is responsible for supporting teaching and learning staff identify and respond effectively to emerging poor attendance, following the Academies staged intervention protocol.
- The SLT are responsible for supporting all staff adhere to this policy, intervening early in poor attendance and following a robust staged intervention protocol towards ensuring robust support for all pupils to achieve attendance success.
- Teaching and Learning staff are responsible for identifying early onset attendance behaviour by following the Academies staged intervention protocol, meeting with pupils and parents to initiate a supportive Level 1 intervention meeting, identifying blocks to attendance and supporting appropriately. Where outcomes do not improve, cases are brought to the attention of The Local Authority, who supports the school to progress cases into a supportive Level 2 Attendance intervention.
- The Local Authority takes action where there are no improvements in attendance & punctuality. This could result in a penalty notice and court prosecution.

3.2 Parents/Carer Responsibilities

- Parents/carers MUST telephone school on the first day of absence & subsequent days thereafter.
- If an absence is longer than two days, then medical evidence must be provided (this can be photographic evidence of prescriptions or signed/dated consultations from a pharmacy).
- Advise the school as soon as possible of any changes to contact details or address of the pupil.
- Parents/carers have a duty of care to ensure and encourage maximum attendance and punctual arrival at school and lessons.

4. Register Completion & Absence Requesting

All registers are to be completed on SIMS by 9am. Absent students will be contacted by 9:30am. If the academy is unable to establish a reasons/cause of absence via telephone/parentmail by 9:30am the information is then passed to the Designated Safeguard Lead.

5. Risk Assessments for Academy Welfare

5.1 Visits Announced and Unannounced

Sutton House academy reserves the right to conduct welfare visits to check the welfare of all pupils and challenge both poor attendance and lack of important place of resident data including, up to date contact information. Where information is not up to date on the school system and after several attempts at engaging with parents/carers/social care to gain additional information or the see a pupil in situ, including delivering work and/or free school meals, unannounced visits will take place. Concerns around a child's welfare will in the first instance be lack of attendance from the pupil where due to either meaningful dialogue with parents/carers or an absence of dialogue with parents/carers has not achieved any allowed progress, and over a long period of time or where attendance patterns have emerged (e.g., after a weekend where a child has knowingly visited another relative) Sutton House Academy will continue to work in partnership with all external agencies and the Local Authority to do our part in the timely and relevant sharing of key information.

During all visits, colleagues will adhere to the Lone Working Policy Guidelines and follow all up to date Government Guidelines on the Best Practice from professionals in Education.

Colleagues will work as pairs.

Colleagues will not enter a property, however if concerns about a pupil remain, information will be shared with key agencies including the Local Authority, MASH and possibly the police.

Visit concerns may include, but not exhaustively:

- No parents/carers available yet the pupil is at home & is not of suitable age or capability
- The pupil cannot be actually seen during a visit
- Pupil is at home with other siblings (of appropriate age) but are deemed inappropriate to provide adequate supervision.
- The pupil not being at home

In such situations, colleagues will honour best practice and hope to gain an eyewitness account of the pupil on roll and engage in a brief dialogue. Professionals hope to gain a clear understanding of the welfare of the pupil at this stage and any concerns will be picked up in demeanour/mental health immediately. Appropriate authorities will then be contacted if concerns are raised including MASH, Local Authority and possibly the police.

Under our duty of care to our pupils, we will always work within the principle that the 'welfare of the child is paramount' (Children Acts 1989 and 2004). If consequently, issues arise from our approach, the Complaints procedure is available to parents /carers.

6. Monitoring and Evaluation

SLT will monitor the effectiveness of the policy in line with government guidance.

7. Term Time Holidays

Please be aware that since the change of regulations Sept 2013, the law regarding term-time pupil absences has changed. The new regulations state that the Head Teacher may not grant any leave of absence during term-time unless there are "exceptional circumstances". Therefore, any requests for term-time holidays will not be authorised and any such absences will be marked as unauthorised and trigger a Level 2 Attendance Intervention and/or a Penalty Notice may be issued to each parent, resulting in a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for their child's non-attendance.

8. Change of Placement / Elective Home Education

If a parent makes a request of change of placement or makes the decision to remove a pupil from role and educate their child at home, then they must have this agreed in their EHCP. **Any change of placement must go through the SEN team at the LA, so would need to be requested through an annual review.**

9. Appendix 1 – Days Off Affect Your Learning

Days Off Affect Your Learning

There are 175 Non-School days a year. That's 175 days you can see your friends, family, go on holiday and go to your appointments.

Remember: Attend, Learn, Succeed

<u>Outstanding</u>	<u>Great</u>	<u>Good</u>	<u>Ok</u>	<u>Worrying</u>	<u>Concerning</u>
100% Attendance	95% Attendance	90% Attendance	85% Attendance	80% Attendance	75% And Less Attendance
190 Days in School (Great Job!)	10 Days off school	19 Days off School	29 Days off school	38 Days off School	47+ Days off School