



Attendance Policy

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1. Introduction

At Active Futures Academy, we believe that consistent attendance is essential for students to benefit fully from our trauma-informed, movement-based curriculum. This policy outlines our approach to promoting, monitoring, and supporting attendance in line with statutory guidance and our core values of **Respect, Discipline, Resilience, and Aspiration**.

2. Aims

- To promote a culture where attendance is valued and celebrated.
- To ensure all students attend regularly and punctually.
- To identify and support students at risk of poor attendance.
- To work collaboratively with commissioning schools, families and external agencies to remove barriers to attendance.

3. Legal and Statutory Framework

This policy is informed by:

- Working Together to Improve School Attendance (DfE, 2024)
- Education Act 1996 and 2002
- Children Missing Education statutory guidance
- Keeping Children Safe in Education
- Equality Act 2010

4. Roles and Responsibilities

4.1 Parents/Carers

- Ensure their child attends every day unless a statutory reason applies.
- Notify the school promptly of any absence.
- Request leave only in exceptional circumstances.
- Book appointments outside school hours where possible.

- Engage with support offered to improve attendance.

4.2 School Staff

- Maintain accurate attendance registers.
- Follow up on absences daily.
- Identify patterns of absence and intervene early.
- Provide a safe, engaging, and inclusive environment.
- Work with families and external agencies to address barriers.

4.3 Senior Leadership and Governors

- Monitor attendance data and trends.
- Hold staff accountable for attendance responsibilities.
- Ensure staff receive training on attendance procedures.
- Support the development of a whole-school culture of attendance.

4.4 Local Authority

- Provide strategic support and guidance.
- Offer access to early help and family support services.
- Collaborate with the school on persistent and severe absence cases.

5. Attendance Monitoring and Intervention

5.1 Daily Monitoring

- Registers taken twice daily.
- Student non-attendance to be reported to commissioning within 30 minutes or registers closing
- First-day calling for unexplained absences.

- Escalation to DSL if safeguarding concerns arise, reported to DSL of commissioning school/LA where appropriate

5.2 Thresholds for Concern

- At Risk of Persistent Absence: Below 95%
- Persistent Absence: Below 90%
- Severe Absence: Below 50%

5.3 Support Strategies

- Early help assessments.
- Attendance action plans.
- Pastoral and mental health support.
- Flexible timetables and personalized provision to promote positive attendance and engagement. – Clearly evidenced and shared with commissioning school/LA.

6. Inclusive Practice

We recognise that some students face additional challenges. We will:

- Work closely with families of students with SEND or medical needs.
- Ensure reasonable adjustments and support plans are in place.
- Collaborate with social workers and Virtual School Heads for looked-after children.

7. Communication and Review

- Commissioning schools will receive daily updates on attendance
- Attendance will be reported and measured as part of the Individual Student Plan
- Parents will receive regular updates on attendance.
- This policy will be reviewed annually and updated in line with statutory guidance.