



## Pupil Attendance Policy

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

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<b>Review Date</b>	<b>October 2024</b>

# 1. Attendance Policy

## 1.1. Abbey School:

**Abbey Main Site:** School starts at 9.00 am - Registration closes at 9.10am

**Horizon Site:** School starts at 8.30am - Registration closes at 9.00am

**Post 16 Site:** College starts 9.30am - Registration closes at 9.40am

**Afternoon Registration closes at 13.50 pm all sites**

School/College Finish Times: **Abbey Main Site: 3.20pm**  
**Horizon Site: 3.00pm**  
**Post 16 Site: 3.00pm**

### School Procedure for Pupil Absence

Parent / Carer to call before 9am -**Post 16 Site** and **Abbey Main Site** and before 8.30 for **Horizon Site**.

**Telephone:** 01709740074 or email [abbeyschool@nexusmat.org](mailto:abbeyschool@nexusmat.org)

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.

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 Wellbeing Safeguarding Team daily.

Where a pupil's 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 meeting.

>80% - Possible referral to the attendance pathways and meeting with EWO arranged to gain support for pupil, parent / carer.

**The school target for overall attendance is 94% for 2023-24.**

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.

## **2.Covid update**

Covid 19 attendance addendum was withdrawn in August 2022.

Usual school attendance procedures resumed.