

Register of Students' Attendance

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Version Control Document

Date	Version No.	Reason for Change	Author
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1. Introduction

2. Aims and Objectives

3. Policy Statement

The TEN Group is committed to providing a full and efficient education to all students, and embraces the concept of equal opportunities for all. We have developed policy in order to give a consistent response to all students and families in our care.

We want to do our best for all our young people and believe that regular attendance at school is vital for children, as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships.

Students should be at school on time, every day the school is open, unless the reason is unavoidable. Permitting absence from school without a good reason is an offence by a parent or carer. We will endeavour to provide an environment where all students feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Attendance is subject to various Education laws and this policy is written to reflect these laws and the guidance produced by the Department for Education and Skills. Each year, TEN Group Academies will examine their attendance figures and set attendance/absence targets.

These will reflect both national and TEN Group attendance targets. The TEN Group and its Academies will discuss their attendance figures and the success of this policy on an annual basis, and will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

4. Scope

This is a Norfolk Academies Part 1 Policy. As such, it provides the policy statement to be followed by all institutions that are part of the Norfolk Academies Multi-Academy Trust. Part 2 policies state the procedure followed by the individual institutions relating to this policy.

The Part 2 policy will contain within it the procedures that each Academy will use to meet its attendance targets.

5. Legal Requirements

This policy is required by the Department for Education (DfE) and falls into the category of:

C. Other Statutory Documents

6. References to Related TEN Group Policies

Admissions Policy

7. Equal Opportunities Statement

This policy has been assessed against the nine protected characteristics outlined in the Equality Act 2010.

There may be potential impact in respect of students who may share one or more of any of the nine protected characteristics. This policy, together with any following Academy Part 2 policy, is specifically written with the aim of clarifying procedures and supportive measures which will be applied consistently towards achieving 100% attendance for all students.