



Pupil Attendance Policy

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

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An academy within:



“Learning together; to be the best we can be”

1. Attendance Policy

1.1. Attendance Policy – Beech Academy Specifics

- Lessons start at 09.00 am
- Registration closes at 09.30 am
- Afternoon registration closes at 12.15 pm
- End of School at 15.00 pm

2. School Procedure for Pupil Absence

2.1. Parent / Carer to call before 8.30 am into School - telephone: 01623 626008 or email boffice@nexusmat.org

2.2. If Parent / Carer does not make contact with school the Pastoral team and reception team will make contact the Parent / Carer via telephone or home visit where concerns or patterns in attendance are being monitored.

2.3. 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.

2.4. Attendance is tracked by the pastoral team daily.

2.5. Where a pupil's attendance is within the following boundaries the subsequent action will be taken:

3. Attendance Boundaries

- 94%< Attendance is viewed as expected.
- 90-94% Attendance panel held with parent / carer on whether support is needed.
- 85-89% Attendance letters including 6 week monitoring period sent out by school and home visits to follow up and further days off.
- 80-84% Review of attendance panel and further attendance panel with SLT.
- >80% Referral to Early Help and further meeting with Headteacher arranged to gain further support for pupil, parent / carer.

3.1. The school target for overall attendance is 94%.



3.2. 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.