



ATTENDANCE POLICY AND PROCEDURES

Parent Summary



Policy Author:	James Mason
Date of Policy:	1/9/24
Date approved by Governors:	27 th November 2025
Next annual review date:	October 2026
Amendments	Minor Change to DDSL



At Sybil Andrews Academy we want all pupils to aim for 100% attendance. We set expectations of excellent attendance for all and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents, carers, guardians, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody's concern within our school and community.

The provision of a calm, orderly, safe, and supportive school where all pupils feel that they belong, and want to be, is of paramount importance to us. We will work together with you to explore and support any child who is finding it difficult to attend school regularly.

Key Attendance Contacts – Full List

School Attendance Lead Name: James Mason

Telephone number:[01283413400]

Email: Jmason@sybilandrewsacademy.co.uk

School Attendance Champion Name: James Mason

Telephone number:[01284413400]

Email: jmason@sybilandrewsacademy.co.uk

Please see the end of the document ([Appendix 1](#)) for a full list of our school's attendance contacts.

Why is attending school regularly so important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil's all-round development, mental health, and wellbeing.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290



If your child is unable to attend school, you should call the Attendance Team on 01284 413400 (option 1) or email saaattendance@sybilandrewsacademy.co.uk before 9am. We ask that you call us each day that your child is absent.

If a child is absent from school and we have had no contact from a parent/carer, we will make contact with the contacts listed on our records. We will usually try to make contact by phone, email and text. If we cannot make contact via these methods, we would usually make a home visit to check on the child's welfare. If are still unable to make contact, we would report the child as missing to the police.

How do we reward good and improving attendance

We celebrate good attendance during our weekly and termly assemblies. Tutor attendance figures are shared and displayed around the school daily. Year group figures are shared in the school weekly newsletter. The pastoral team and tutors have regular conversations with students who have good and improving attendance.

Absence requests

The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.

Only in very, very exceptional circumstances will absence requests be authorised.

Any parent/carer wishing to request a leave of absence should complete and return the relevant form to the Attendance Team at least 2 weeks before the first day of the intended absence. If a child is kept out of school without authorisation, an unauthorised absence will be recorded in the register.

Fixed penalty notices may be issued where a child has 10 sessions (equivalent to 5 school days) of unauthorised absences within a rolling 10 school week period. The first time a penalty notice is issued the amount will be £160 per parent, per child (reduced to £80 per parent, per child if paid within 21 days). The second time a penalty notice is issued the amount is £160 per parent, per child. A third offence could mean the case is presented to court.

Unauthorised absence

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents state they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
- If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised

Unauthorised absences may result in the use of penalty notices or prosecution.



Support for school attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

In such circumstances we suggest that you contact the Year Team (Head of Year and Pastoral Officer) and the Attendance Team to seek additional support, signposting to relevant services and in some cases referrals to external agencies.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

In such circumstances we suggest that you speak to the Attendance Team who can advise on the best course of action to support your child.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.

At Sybil Andrews Academy we want your child to thrive, be able to achieve their potential and be happy. School attendance is foundational for academic success, personal development, and for future opportunities and at Sybil Andrews Academy we want to support all our families to ensure that every pupil can make the most of their time at our school.

APPENDIX 1

Key Attendance Contacts – Full List

Below is a list of our key contacts for Attendance Support out our school. We will keep this document up-to-date and it will reflect staff changes when they happen. If you have printed this document, please see our school website for the most up-to-date version of this document.



School Attendance Lead Name: Mr J Mason

Telephone number: 01284 413400

Email: Jmason@sybilandrewsacademy.co.uk

School Attendance Champion Name: Mr J Mason

Telephone number: 01284 413400

Email: Jmason@sybilandrewsacademy.co.uk

School Attendance Officer Name: Mrs E Long

Telephone number: 01284 413400 (option 1)

Email: Elong@sybilandrewsacademy.co.uk

Other staff members that might be helpful in supporting attendance are:

DDSL Name: Miss Putt

Telephone number: 01284 413400

Email: Kputt@sybilandrewsacademy.co.uk

SENDco Name: Mrs Bergin

Telephone number: 02184 413400

Email: Cbergin@sybilandrewsacademy.co.uk