



Attendance Policy

The Positive Impact Group

Effective Date

June 2026

Review Date

June 2027



Principles

At The Positive Impact Academy, staff work collaboratively to encourage every pupil to strive for excellence. Every child will be supported, challenged, and valued. One way in which we strive to do this is by encouraging staff, parents, and children to maximise the learning experience, for all children to reach their maximum potential. We are determined to encourage the development of high self-esteem and for our children to take pride and ownership of their learning. In conjunction with this, we will continuously provide a clear framework for parents and staff, as well as clear procedures for the involvement and effective communication with parents and/or external agencies where appropriate.

Regular and punctual attendance provides the means for children to take advantage of all educational opportunities. It ensures continuity, promotes responsibility and a purpose which can be carried into adult life. The purpose of this policy is to clearly state what our expectations are and that attendance and punctuality can only be achieved when home and school work together.

Aims & Objectives

This attendance policy ensures that all staff and governors in our setting are fully aware of and clear about the actions necessary to promote good attendance. Through this policy, we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by The Positive Impact Academy.
- Raise awareness among parents, carers, and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff, and external agencies so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance

Promoting Attendance

Excellent attendance is promoted through the consistent messages delivered throughout our curriculum, school newsletters, pupil rewards, posters, letters home, 15 parent information sessions, parent consultations and school reports. Attendance is everyone's responsibility, and we use every opportunity to communicate this.

Rationale: The Legal Framework

It is the responsibility of parents to ensure that their children attend regularly.

- Regular attendance is an essential prerequisite of effective schooling.
- The law requires that all children aged 5 to 16 years of age are required to attend full-time education unless an alternative provision is agreed for them.

Positive Impact Academy will support parents to improve attendance where it is of concern.

Register Procedure

It is the responsibility of the Head of Academy to log the attendance of each student on The Positive Impact Academy IRIS Portal. All students who fall within the cohort will have their attendance logged on IRIS. Students from other Local Authorities all have their attendance monitored by The Positive Impact Academy's online register. Attendance figures are shared with professionals working with the child, including the referring school.

The Positive Impact Academy keeps and stores registers for all their students in line with GDPR standards.

Responsibility of Parents/Carers

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from The Positive Impact Academy frequently develop large gaps in their learning, which will impact their progress and their ability to meet age-related learning

expectations. A child whose attendance drops to 90% each year will, over their time at school, have missed two whole terms of learning.

It is the parent/carer's responsibility:

- To ensure that their children are ready for their pickup time.
- To notify The Positive Impact Academy on the first day of absence as soon as possible. Parents can report an absence by emailing their child's education mentor or telephoning the Head of Academy.
- To provide medical evidence, where possible, on the child's return.
- To ensure that, as far as possible, medical appointments are arranged for outside The Positive Impact Academy hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend The Positive Impact Academy before/after the appointment.
- To liaise with The Positive Impact Academy as soon as possible regarding any specific issues that might cause absence or lateness, e.g., a sick parent/carer. 16

Parents/carers of children for whom we do not know the reason for absence will be contacted after 9:30 am.

Illness and Medical Absences

In addition to the points above, if a child is repeatedly absent due to illness, The Positive Impact Academy may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription, etc.

Absence for Holidays

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip (ideally at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Director and Head of Academy, and they will use their discretion whilst applying government recommendations.

It is the parent/carer's responsibility:

- To obtain a leave of absence form from The Positive Impact Academy.
- To complete and submit the form in advance of the period of absence, ideally 4 weeks prior.

If parents/carers decide to take a holiday without the Director's authorisation, the child's absences will be marked as unauthorised. Fixed Penalty Notices will be issued by the Education Welfare Service for unauthorised holiday absence during term time.

Absence for Other Reasons

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement may be authorised by the Head. These requests must be discussed with The Positive Impact Academy. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

It is the parent/carer's responsibility to inform the office, in writing, of the need for leave in circumstances which are known in advance.

Unexplained Absence

When a child is repeatedly absent, and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority. Local Education Authorities and Police are able to issue penalty notices for unauthorised absence from school and will do so in accordance with the local authority code of conduct relating to the issuing of penalty notices. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996 for failing to ensure a pupil's attendance at school.

Regular monitoring is carried out by The Positive Impact Academy. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted and may be invited to an attendance meeting to discuss absences and any appropriate support.

Children Missing in Education

If a child is absent (unexplained) for at least 5 consecutive days, a home visit will be carried out. If the pupil has not returned to school for 10 continuous days and The Positive Impact Academy has undertaken reasonable enquiries (see below) to locate the child, The Positive Impact Academy School will complete a CME referral. CME will then likely signpost to any other relevant teams/agencies, and The Positive Impact Academy will continue to follow attendance procedures if absence continues.

First 1-20 school days of absence and whereabouts are unknown

Reasonable enquiries to be taken by the school:

- Daily telephone calls to all known contacts whilst the child is absent.
- Recorded delivery letters to the home.
- Contact with other schools where siblings are registered.
- Frequent home visits where safe to do so and, calling card left if no answer.
- Enquiries with any other agencies/services known to have involvement with the family.
- Recording all actions undertaken by way of a chronology

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson