



Warren Academy  
A L.E.A.D. Academy

Warren Primary Academy  
Bewcastle Road  
Nottingham  
NG5 9PJ  
0115 915 3760  
[admin@warrenacademy.co.uk](mailto:admin@warrenacademy.co.uk)

# Ethos, Vision and Values

At Warren Primary Academy, our attendance policy reflects our vision of providing limitless opportunities and endless potential. This vision is based on our core values: compassion, commitment, creativity, and community.

## **Compassion:**

We aim to understand and support each family's unique situation. We address why students are absent and connect families with the resources they need, so every child receives the education they deserve.

## **Commitment:**

We prioritize attendance to help students benefit from a complete curriculum. This curriculum broadens their knowledge in various subjects and emphasizes the importance of regular attendance and participation in learning.

## **Creativity:**

We know that each child's situation is different, so we take a personalized approach. While following our attendance guidelines, we adjust our strategies to meet the unique needs of each family and help them find the right resources.

## **Community:**

Engaging the community is vital to our school. We involve everyone—staff, parents, students, governors, and trustees—in improving attendance. By working with outside agencies and encouraging active participation, we create a collaborative environment that supports our attendance efforts.

## **1. Aims**

At Warren Academy we are committed to meeting our obligation with regards to school attendance through our culture and ethos that values good attendance, including by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend
- Promoting and supporting punctuality in attending lessons

Warren Primary Academy is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres round child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

# Warren Primary Academy Parent Attendance Policy

Effective Date: 27/11/2025

## 1. Introduction

At **Warren Academy** we are committed to providing high-quality education and ensuring that every student has the opportunity to succeed. Regular school attendance is crucial to achieving academic success, fostering well-being, and supporting personal development. This policy outlines the roles and responsibilities of both parents and the school in ensuring that students attend school regularly, with a focus on inclusivity and early intervention.

In line with the **Department for Education (DfE)** guidelines, the “**Working Together to Improve Schools**” (2024) strategy, and our pursuit of the **Inclusive Attendance Kite Mark**, we aim to create a supportive environment that encourages regular attendance for all students, including those with specific needs or challenges.

## 2. School’s Commitment to Attendance

Our school is dedicated to:

- Monitoring attendance closely and intervening early when attendance is a concern.
- Providing a range of support services to families facing barriers to regular attendance.
- Celebrating positive attendance and encouraging all students to attend school regularly.
- Supporting inclusive practices that allow every child to thrive in school.
- Maintaining our commitment to achieving the **Inclusive Attendance Kite Mark**, which demonstrates our school’s focus on equality and inclusivity in improving attendance.

## 3. Parent/Guardian Responsibilities

As a parent or guardian, you play an essential role in your child’s education by ensuring they attend school regularly and arrive on time. You are legally responsible for ensuring your child receives a suitable education. The school relies on your active participation to meet these expectations.

### 3.1 Attendance Expectations

- **Aim for 96% Attendance:** We expect all students to maintain at least **96% attendance**. Students with lower attendance are more likely to fall behind in their studies and may experience significant learning gaps.
- **Regular and Punctual Attendance:** Students should arrive on time each day. Arriving late disrupts both their learning and that of others.

### 3.2 Reporting Absences

- **Notify the School:** If your child is absent for any reason, we ask that you **notify the school before 9am** on the day of the absence and each morning for the duration of the absence.
- **Medical Documentation:** If your child is absent for more than **three consecutive days**, please provide a doctor’s note or other documentation.

### 3.3 Holidays During Term Time

- **No Term-Time Holidays:** Taking holidays during term time is disruptive to your child’s learning. We strongly discourage this unless in **exceptional circumstances** (e.g., a family bereavement or medical emergencies).

- **5+ Consecutive Days Absence:** If a child is absent for **five or more consecutive days** and the absence is suspected to be a holiday, we may challenge the absence and request further clarification.

#### 4. The School's Approach to Improving Attendance

We follow a **graduated approach** (Multi-tiered Support System MTSS) to improving attendance that focuses on early intervention, working with parents, and providing targeted support. We are also committed to achieving and maintaining the **Inclusive Attendance Kite Mark**, which reflects our commitment to making attendance inclusive and accessible for all students, including those with additional needs.

##### MTSS

##### 4.1 Tier 1: Early Monitoring and Support

- **Monitoring Attendance:** Attendance is monitored closely from the start of the school year. We will contact parents early if attendance falls below 96%, to address any emerging concerns before they become a significant issue.
- **Initial Support:** Our school is dedicated to offering inclusive support, including helping families with transportation or access to school-related services.

##### 4.2 Tier 2: Targeted Support and Intervention

- **Personalized Support Plans:** If attendance concerns persist, we will arrange meetings with parents to discuss possible interventions. This could include referral to external agencies for counselling or mentoring, or adjustments to the school day if needed.
- **Inclusive Practices:** We will ensure that any support offered is **inclusive** and tailored to meet the needs of each student, particularly those with additional needs or those who face barriers to attending school regularly.

##### 4.3 Tier 3: Formal Action

- **Referral to Local Authorities:** If attendance does not improve after Tier 1 and Tier 2 interventions, the school may refer the case to **local authorities** for further support. This could include family support services or legal action.
- **Legal Action:** If there is no improvement in attendance despite all efforts, the school may take **formal action**, including issuing **penalty notices** or referring the case to court.

#### 5. Inclusive Attendance and the Kite Mark

Our school is working toward achieving the **Inclusive Attendance Kite Mark**, which recognizes schools that:

- Implement inclusive strategies for improving attendance for all students.
- Provide additional support for students who may face challenges such as health issues, disability, or socio-economic disadvantages.
- Promote attendance as a key factor in student success, while ensuring that no child is excluded or disadvantaged due to their circumstances.

By working toward this standard, we aim to:

- Ensure that all students, regardless of their personal circumstances, have access to the resources and support they need to attend school regularly.

- Create a culture of inclusivity where every student's attendance is viewed as important, and barriers to attendance are addressed in a proactive and supportive manner.
- Demonstrate our commitment to inclusivity, equality, and the holistic development of every student.

## 6. Collaborative Working with Parents

To successfully improve attendance, we recognize that collaboration between parents, students, and the school is key. We are committed to:

- **Frequent Communication:** Regularly communicating with parents about attendance concerns and progress.
- **Supporting Families:** Offering support through a range of services to help remove barriers to regular attendance, including access to external agencies.
- **Inclusive Environment:** Ensuring that all students, especially those with additional needs, feel welcomed, supported, and encouraged to attend school.

## 7. Celebrating Good Attendance

We believe in rewarding and celebrating the efforts of students and families who maintain excellent attendance:

- **Attendance Recognition:** Students who achieve 96% or better attendance will receive certificates, rewards, and recognition in school assemblies.
- **Class and Year Group Awards:** Classes or year groups with the best attendance will be rewarded with special activities or outings, promoting a school-wide commitment to good attendance.

## 8. Support for Families Facing Barriers to Attendance

We recognize that various factors can affect a child's ability to attend school regularly, including financial hardship, health issues, or other personal challenges. We are committed to:

- **Offering Tailored Support:** Providing individual support for families who need help overcoming attendance barriers, including access to free school meals, transportation, or emotional support.
- **Inclusive Practices:** Ensuring that our interventions are inclusive and that no student is penalized or marginalized due to their personal or family circumstances.
- **Partnership with External Agencies:** Working with external organizations to provide additional resources and services that support both the child's attendance and overall well-being.

## 9. Contact Information

If you have any questions, concerns, or need support related to your child's attendance, please contact us:

- **Attendance Officer:** Marcia Neat, 0115 9153760, [marcianeat@warrenacademy.co.uk](mailto:marcianeat@warrenacademy.co.uk)
- **Headteacher:** Kellie Salam, 0115 9153760 [KellieSalam@warrenacademy.co.uk](mailto:KellieSalam@warrenacademy.co.uk)

## 10. Parent Checklist: What You Need to Do

We've outlined key steps for parents to help ensure their child's regular attendance. This checklist will guide you through the responsibilities and actions we expect from you. By working together, we can ensure your child receives the best education possible.

### 1. Ensure Your Child Attends School Regularly

- Aim for at least **96% attendance** throughout the school year.
- Ensure your child arrives **on time** every day. Arriving late disrupts both their learning and that of others.

### 2. Notify the School if Your Child is absent

- **Notify the school before 9am** if your child will be absent, providing the reason for the absence.
- If your child is absent for more than **three consecutive days**, please provide medical documentation or other supporting evidence.

### 3. Avoid Taking Holidays during Term Time

- **Do not schedule family holidays during term time**, unless in **exceptional circumstances** (e.g., family bereavement, medical emergencies).
- If your child is absent for **five or more consecutive days**, and you believe it may be due to a holiday, be prepared for the school to request clarification and supporting evidence.

### 4. Support Your Child's Attendance If They Are Struggling

- If your child is struggling with attendance, communicate with the school early to discuss any concerns.
- If necessary, work with the school to develop a **personalized support plan** for your child to address barriers to attendance.

### 5. Attend Meetings with the School If Needed

- If your child's attendance becomes a concern, the school may request a meeting with you to discuss ways to improve attendance.
- We encourage you to engage with the school's support team (attendance officer, head teacher, or relevant staff members) to address any issues.

### 6. Participate in Interventions and Support Offered

- If your child is referred to external agencies for support (e.g., counselling or mentoring), we encourage you to participate in these services to help improve your child's attendance and well-being.
- If your child has specific needs (e.g., health issues, learning difficulties), work with the school to ensure appropriate support is in place for them.

### 7. Recognize and Celebrate Good Attendance

- Celebrate your child's good attendance to help reinforce the importance of being in school.
- Encourage them to strive for **96% attendance** or higher, and take part in school-wide attendance initiatives.

### Summary for Parents: Key Responsibilities

- **Notify the school** of absences **before 9am** each day.
- Provide supporting documentation for **illnesses lasting more than three days**.
- Avoid taking children on **holiday during term time** unless absolutely necessary.
- Work with the school to support your child if they face challenges affecting attendance.
- Attend **meetings** if the school contacts you regarding attendance concerns.
- Ensure your child benefits from any **targeted support or interventions** offered by the school.
- Celebrate your child's **good attendance** and encourage them to aim for 96% or higher.

## 11. Parental Participation in the Attendance Strategy

Your active participation in supporting your child's attendance is a vital part of ensuring their success at school. When you engage with the school and attend meetings, respond to communications, and collaborate on attendance strategies, you demonstrate your commitment to your child's education and well-being. This partnership is essential for addressing any attendance concerns early and effectively.

### Why Your Participation Matters:

- **Engagement Shows Commitment:** By actively participating in the attendance strategy, you are showing that you care about your child's education and their future success. Working with the school to address attendance issues reinforces the importance of school attendance to your child and sets a positive example.
- **Lack of Participation:** If we find that there is a consistent lack of engagement with the school's attendance strategies, it may give the impression that you are not prioritizing your child's regular attendance. Over time, this lack of involvement could be seen as a barrier to resolving attendance issues, and may be considered as part of any more formal actions taken by the school, including referrals to local authorities or legal proceedings.

We believe that by working together, we can address attendance challenges before they become long-term issues. However, if a lack of participation persists, we may have to take more formal steps, which could include referrals to attendance panels, local authority support services, or legal action where necessary. Our goal is always to work with you to avoid such measures and ensure your child is receiving the best possible education.

### School Attendance Categories

#### 1. 96%+ (Good Attendance):

- **Definition:** Students who attend 96% or more of the school year.
- **Number of Days:**
  - **96% attendance: 183 days**
  - **100% attendance: 190 days**
- **Interpretation:** A student in this category attends between **183 to 190 days** in the school year. This is considered **excellent attendance**.

#### 2. 95% - 90% (Needs Improvement):

- **Definition:** Students with attendance between 90% and 95%.
- **Number of Days:**
  - **90% attendance: 171 days**
  - **95% attendance: 181 days**
- **Interpretation:** A student in this category attends between **171 and 181 days** in the school year. While not at the ideal level, this attendance rate can be improved with support and intervention.

#### 3. Below 90% (Persistent Absenteeism – PA):

- **Definition:** Students who attend less than 90% of the school year.
- **Number of Days:**
  - **Below 90% attendance: Less than 171 days.**
- **Interpretation:** A student in this category attends **less than 171 days**. This is considered **persistent absenteeism** and is a serious concern that often requires intervention from the school and possibly external agencies to address the underlying causes.

#### 4. Below 50% (Severely Absent – SA):

- **Definition:** Students who attend less than 50% of the school year.

- **Number of Days:**
  - **50% attendance: 95 days**
- **Interpretation:** A student in this category attends **less than 95 days** in the school year. This is considered **severe absence**, and it may have significant implications for a student's learning, well-being, and overall educational progress.

**Summary of Attendance Categories with Number of Days:**

<b>Attendance Category</b>	<b>Percentage Range</b>	<b>Number of Days in School (Out of 190)</b>
<b>96%+ (Good)</b>	96% and above	183 - 190 days
<b>95-90% (Needs Improvement)</b>	90% - 95%	171 - 181 days
<b>Below 90% (PA)</b>	Below 90%	Less than 171 days
<b>Below 50% (SA)</b>	Below 50%	Less than 95 days

**Key Points:**

- **96%+ attendance** means attending **183 to 190** school days in a year and is considered good.
- **95%-90% attendance** means attending **171 to 181** school days, which needs improvement.
- **Below 90% attendance** (Persistent Absenteeism) is defined as attending **less than 171** school days, and it could require intervention.
- **Below 50% attendance** (Severe Absence) is a serious concern, with attendance below **95 days** in the school year.

**Parent/Guardian Acknowledgment:**

I have received, read, and understood Warren Primary Academy **Parent Attendance Policy**. I agree to cooperate with the school to ensure that my child attends regularly and on time. I understand that failure to comply with the policy may lead to further actions.

**Parent/Guardian Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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