

Student Attendance and Punctuality Policy

Student Attendance and Punctuality Policy Issue 2 Rev 1, replaces the Student Attendance and Punctuality Policy Issue 2 Rev 0, with effect from September 2026.

Summary of Significant Changes since last version:

There are various changes from the previous version of this document:

- The Policy has been put into a new template to improve accessibility
- The policy has been revised to provide a more general approach to the rules and expectations surrounding punctuality and attendance, while taking individual circumstances into consideration.
- Section 2.0 has been expanded to provide further information on the importance of student attendance and its impact on students' education and progress.
- Section 5.0 now outlines the process for reporting a student absence.
- Section 6.0 has been updated to clearly explain the steps that will be taken when a student absence has not been reported. It also sets out how punctuality and attendance will be monitored and recorded.
- Section 8.0 has been expanded to provide a clear overview of the attendance process, including the steps and interventions that will be implemented at each stage of attendance concerns.
- Section 10.0 has been added to provide an overview of the incentives available to recognise and encourage high levels of attendance and punctuality.
- Sections 11.0 and 14.0 have been updated to provide an overview of the consequences of poor attendance and the further steps that may be taken where there is insufficient improvement.
- Section 12.0 has been added to outline how students, parents/carers and staff will work collaboratively to support and promote good punctuality and attendance.
- Section 13.0 has been added to outline the support available to students who may experience specific barriers or difficulties that affect their attendance.