

## TRUST STATEMENT: Attendance

Approved by Trust	11-July-2025
Date of next Review	Summer 2026
Responsible Officer	Trust Head of Standards
Version	v2. Sept 2025

This Statement has been adopted and approved by Oxlip Learning Partnership and is to be used by all members of the Trust.

## Introduction

The attendance policies in the schools affiliated to Oxlip Learning Partnership should reflect our commitment to:

- provide an environment where all pupils feel safe, valued and welcome
- ensure that attendance and punctuality is a key strategic priority
- promoting good attendance and reducing absence, including persistent and severe absence
- ensuring every pupil has access to a full-time education to which they are entitled
- acting early to address patterns of absence
- work in partnership with families and partner agencies to identify and remove any obstacles to high attendance in a prompt and timely manner.

Each school within the Oxlip Learning Partnership will have an attendance policy which will reflect its cohort and local context and will be published on its website. The attendance policies will be reviewed annually to reflect the Department for Education's school attendance guidance.

## Policy and Procedure

Ensuring high attendance at school has become more challenging for all. The Trustees expect that the attendance policy documents will support all parties to overcome these challenges ensuring that all children can, and do, attend school consistently. Demonstrating how attendance is a key priority is something that should be explicit within each attendance policy, such as a named attendance lead on the senior team and the Local Board. High attendance is a key strategic objective and, it therefore needs to be a part of the school's development plan and a key feature of senior team, Local Board and Trustee meetings.

Each policy will establish how the school will manage attendance and the systems in place for monitoring and rewarding good attendance. The monitoring should make obvious the preventative measures being put in place to support a child and their family demonstrating the Trust's commitment to working together with other schools, the family, the Local Authority, and other relevant partners where absence is at risk of becoming persistent or severe.

Finally, the policies should stress the partnership between attendance and safeguarding. This will be reflected in a culture at each school where, amongst other things:

- the vision for high attendance and the attendance policy is understood by staff, pupils and parents
- registers are completed accurately for sessions and lessons
- absence is followed up promptly as part of day-to-day processes
- the sharing of information between the attendance leads and safeguarding leads is done in a timely manner so that children's wellbeing and educational success is at the heart of our work on attendance.

The Trust takes its duty to safeguard the welfare of all its pupils seriously. Pupils may be at risk of harm if they are not in school regularly, particularly where absences are unexplained and there is a lack of contact from families. In circumstances such as these the designated safeguarding lead in the school may need to make referrals to external partners e.g. children's social services, in order to establish that the child is safe.

### Definition of a Parent

For the purposes of education law, section 576 of the Education Act 1996 defines 'parent' as:

- all natural (biological) parents, whether married or not;
- any person who, although not a natural parent, has parental responsibility for the child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.