



# Hyde High School

## Attendance Policy

<b>Approved by Governors:</b>	<b>Autumn 2025</b>
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## **1. Introduction**

**1.1.** It is vital that students attend school every day, unless their absence is authorised by the school, in order to learn and progress. Any absence has a negative impact on a child's learning; regular absence has a significant impact on achievement and opportunity.

**1.2.** We understand that barriers to attendance are complex, and that some students find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, where students thrive and belong. Our whole school approach is aimed at securing good attendance for all students, despite their barriers, which may include but are not exclusive to SEND, FSM, Pupil Premium, CLA status and those students and families who receive support from outside agencies such as Children's Social Care or Early Help. It also recognises the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, pastoral support - can have on improving student attendance.

**1.3.** We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health, safety and welfare of our students.
- Building strong relationships with families to overcome barriers to attendance.
- Working with primary partnerships and other external agencies.
- Ensuring parents follow the framework set in Section 7 of the Education Act 1996, which states that the parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents, and students.

**1.4.** This policy operates in conjunction with:

- Safeguarding Policy.
- Child Protection Policy.
- SEND Policy.
- Home Visit Policy.
- Alternative Provision Policy.
- Behaviour Policy.

**1.5.** Ideally, all students would have an attendance rate of 100%, though of course there are occasions when there are genuine reasons for absence (when a doctor deems a child to be too ill to attend school for example or when parents can reasonably determine that their child is too unwell to participate in learning).

**1.6.** If attendance is above 96% then students have a far greater chance of success. Students with attendance above 96% have a significantly greater likelihood of academic success. However, attendance of below 90% is classified as Persistent Absence, which may trigger intervention from the local authority and could result in legal action. Attendance below 50% is designated as Severe Absence and is highly likely to lead to prosecution. Staff, parents/carers, and students can contact the attendance team for queries or concerns about attendance.

## **2. Legal Framework**

**2.1.** This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996.
- Equality Act 2010.
- The Education (Student Registration) (England) Regulations 2006 (as amended).
- DfE (2024) Working together to improve school attendance.
- DfE (2025) Children missing education.
- DfE (2025) Keeping children safe in education.
- DfE (2024) Providing remote education.

**2.2.** Under Section 7 of the Education Act 1996, parents are responsible for ensuring that a child, of compulsory school age, attends school regularly and punctually. A parent is described by the DfE as both natural parents, whether married or not, any person who has parental responsibility for a child or young person, or any person who cares for a child or young person.

**2.3.** The Education Act 1996 also places a statutory responsibility on the Local Authority to ensure that parents secure education for children of school age and allows for the Authority to use legal enforcement as necessary.

**2.4.** The Education (Student Registration) (England) Regulations 2006 requires schools to take the attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must be marked in accordance with DfE regulations using the designated attendance codes.

## **3. Daily Attendance Procedures**

Our daily attendance procedures are led by the Senior Attendance Officer who is supported by the Student Services, Safeguarding, and Pastoral Teams.

### **3.1. Reporting a student absence**

**3.1.1.** We expect that all parents/carers will encourage students to attend on time each day school is open. If a child is unable to attend school, for whatever reason, parents should contact the school attendance line by 8.30am (details are on the website) to explain the reason for absence. Clearly, students should only be absent where absolutely unavoidable.

**3.1.2.** Parents are required to contact school on each day of their child's absence to provide an explanation. Absences due to minor ailments will be authorised initially; however, if a student has experienced three or more broken weeks of absence (where at least one session has been missed in a week) or if there are historical concerns regarding attendance, medical evidence may be requested.

**3.1.3.** We will only request reasonable medical evidence in cases where we need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the student is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence. Only where the school has genuine and reasonable doubt about the authenticity of the illness will medical evidence be requested to support the absence. Where medical evidence is deemed necessary, school will contact parents to discuss what evidence is available; there is no rigid

expectation regarding the form of medical evidence e.g. an appointment card or notification; a letter from a health professional; prescription; or simply a discussion with the parent.

**3.1.4.** Parents will be contacted if we do not receive any notification of a student absence, as detailed in sections 3.3 and 3.4.

**3.1.5.** Where a student is absent, school will decide whether the absence is authorised or unauthorised depending on the reason given and any other circumstances as appropriate. Please be advised that it is your duty to contact the school for each day of absence but note this does not mean the absence will be recorded as authorised.

## **3.2. The Start of the Day**

**3.2.1.** The main gates open at 8:10am, at which point students are welcomed into school and supervised in the Social Dining area. School starts at 8:40am, and the main gates are closed at this time. Form time or assembly takes place from 8:40am to 9:00am. Registers must be taken and submitted by Form Tutors by 9:00am.

**3.2.2.** When Student Services receive a phone call or message reporting a student's absence, the appropriate attendance code will be entered into the register. The register entry will be flagged and annotated with the staff member's code to indicate that contact has been received from the parent/carer regarding the absence.

The Attendance Team will check these marks and query those where there are attendance concerns about a particular student.

**3.2.3.** Students arriving late (between 8:40am and 9:00am) must enter the building via the reception gates.

- Duty staff will ask students for their reason for lateness and instruct them to open their planner to the correct page for that day.
- Uniform will be checked at the student entrance.
- Late students must then report to Student Services to sign in under staff supervision.
- Their planner will be stamped to indicate a lunchtime late detention, which will be issued and served the same day. School leaders may exercise discretion and waive the detention in exceptional circumstances.

**3.2.4.** Students arriving after 9.00am must enter the building via main reception and then attend Student Services.

- Uniform will be checked by student services.
- Student Services will sign in late students.
- Students' planners will be stamped to indicate a 60 minute detention, which will be issued and served the same day. School leaders may exercise discretion and waive the detention in exceptional circumstances.

**3.2.5.** Registers close at 9.30am students arriving before 9.30am receive a late mark in the register and students arriving after 9.30am receive a "U" mark. School will ultimately determine if the reason for lateness is valid.

**3.2.6.** The Attendance Team will check that all registers have been completed and saved during the morning session and promptly follow up on any that are missing.

### **3.3. Absent students**

**3.3.1.** The Attendance Team checks all registers at 9.00am. If a student is absent and school has not received notification from parents, a text home, or push notification will be sent before 10.00am wherever possible.

**3.3.2.** Special Registers are updated each month and these are assigned to key staff who are responsible for checking absences and making phone calls to parents. Where possible, these members of staff will consider if there are siblings in the household to prevent multiple phone calls.

- Students with 95-100% attendance: Phone calls are allocated to a named member of student services.
- Students with 90-94% attendance: Phone calls are allocated to a named member of student services.
- Students with 80-89% attendance: Phone calls are allocated Heads of Year.
- Students with 50-79% attendance: Phone calls are allocated to the Senior Attendance Officer.
- Students with attendance below 50%: Phone calls are allocated to a named member of the attendance team.

If any of the above are unable to make their calls on any particular morning, they will ask the Attendance Team to make them on their behalf.

**3.3.3.** If the Attendance Team, Pastoral Team, or Student Services are able to contact parents and ascertain the reason for absence, then the appropriate code is entered on the register. The entry in the register is flagged and initialled with the staff code to indicate that we have spoken with parents/carers about the absence.

**3.3.4.** If there is no response to the text, then the attendance mark will remain as an "N" in the register. The entry will, however, be flagged to indicate that a text or push notification has been sent.

**3.3.5.** The Attendance Team, Pastoral Team, or Student Services will contact the parents/carers of all absent students each day, either through their morning calls if we have received no reason for absence, or later in the day if Student Services have already taken an earlier call or message about the absence from home, unless there are clear and legitimate reasons for absence. If Student Services/Year Teams have made the morning call the Attendance Team may make a further call later in the day if necessary. The Senior Attendance Officer will monitor the list of parents contacted by the end of the day.

### **3.4. Follow up calls and home visits**

**3.4.1.** If there is no response to both text and phone calls by 10.45am, then the mark in the register will be changed to an O. If there has been no contact for three consecutive school days, or if there are any safeguarding concerns around a particular student, then the home visit process will commence:

- Phone call to parents to request they bring the student to school for a safe and well check.
- In some situations, a video call may be requested.
- If this is not possible, school will complete a home visit.

The home visit will be made by the Attendance Team or Year Team. An O mark in the register is flagged and initialled after a home visit has been made. (Home visits may also be conducted by PCSO's; the school's designated Policing Team; a member of HHS staff with delegated responsibility; or by a member of staff from an external organisation already working with the family).

**3.4.2.** Home visits may also be made to vulnerable students, PA students, SA students or other students who we are concerned about even if we have received a message or contacted parents/carers. This is at the discretion of the Attendance Team, Year Managers and the Senior Attendance Officer. Again, the home visit will be flagged on the register.

**3.4.3.** Home visits may be made to all students who are absent irrespective of whether there has been communication with home or not.

**3.4.4.** If all these procedures are followed correctly, all absence marks should be flagged and initialled, and annotated where appropriate, to indicate whether contact has been made with parents/carers or not and whether a home visit has been made.

## **4. Monitoring, managing and encouraging good Attendance**

### **4.1. Monitoring and managing attendance**

**4.1.1.** The Attendance Team uses an attendance programme (AStar) which supports monitoring all those students with attendance concerns. Attendance data, absences, and actions are recorded for each student. A student will be monitored until their attendance is no longer deemed a cause for concern. Similarly, a student will be added to the monitoring process if their attendance drops. This will be discussed each week in pastoral and inclusion meetings.

**4.1.2.** The Attendance Team will communicate attendance concerns by emailed letters to parents via the attendance programme (AStar).

**4.1.3.** The Attendance Team will monitor if parents have accessed the letters each week and follow up with parents to ensure they are aware of any level of monitoring.

**4.1.4.** The Attendance Team will also send emailed letters to parents to thank them for their support where attendance has seen improvement following monitoring letters.

**4.1.5.** The Attendance Team will monitor the impact of the emailed letters using reports created by the attendance programme (AStar) and decide where monitoring needs to be escalated.

**4.1.6.** Attendance is tracked each day and shared with school leaders. Attendance is also discussed at the following meetings: SLT, Student Strategy, Pastoral, HOY Line Management. These meetings cover the following areas:

- An overview of the attendance data for the year group and the whole school.
- Students whose attendance is a cause for concern (where a student has had 3 or more broken weeks of attendance).
- Persistently absent students (those whose attendance is below 90% regardless of the reason).
- Severely absent students (those whose attendance is below 50% regardless of the reason).
- Other students who may be causing concern.
- Other attendance issues/actions over the last week.

**4.1.7.** Form tutors share the attendance with students each week and students record their attendance on the “My Attendance Log” page of their planners. Students “RAG” rate their attendance

and monitor “100% streaks”. Students can use this log as evidence for Resilience points at PRIDE@Hyde events.

**4.1.8.** Students and parents receive a weekly automated email with their attendance for the previous week and the year to date. This also details the impact of attendance on learning, specifically detailing how many hours of learning have been missed.

**4.1.9.** The Attendance or Year Teams will contact parents, meet with students and initiate interventions, such as attendance plans, as appropriate, if there are concerns around attendance. Any conversations and interventions will be discussed at the aforementioned attendance meetings. This information is shared with Form Tutors, Year Teams and the SLT leads for Attendance.

**4.1.10.** The use of any formal proceedings will be initiated and processed by the Senior Attendance Officer following the student strategy meeting. Formal proceedings may include:

- Stage 2 and above attendance concern letters to parents and carers
- The use of Attendance Panels
- The use of Notice to Improve Letters, Penalty Notice Fines; and prosecution.

## **4.2. Encouraging good attendance**

Hyde High School is committed to creating and maintaining a “sense of belonging” in which students want to attend school and feel proud to be part of the school community.

**4.2.1.** School is open to students from 8.10am for breakfast, homework, reading, or civilised socialising.

**4.2.2.** School runs a number of reward schemes to encourage and celebrate good attendance; these include: 5 day lunch queue passes; PRIDE@Hyde stamps and rewards; 100% attendance streak winners; student scholarships leagues; bronze, silver, and gold attendance certificates; attendance badges; rewards lunches.

**4.3.3.** Attendance certificates are awarded for each full term to allow students to reset their attendance. Bronze certificates are awarded to all students with 95-96% attendance. Silver certificates are awarded to all students with 97-98% attendance. Gold certificates are awarded to all students with 99-100% attendance.

**4.3.4.** Reward trips take place each term. To be eligible, students must maintain a 98:2 positive-to-negative behaviour ratio and at least 98% attendance for that term. We recognise that some absences are unavoidable. Students with genuine medical or other exceptional circumstances will be considered on an individual basis.

**4.2.4.** Attendance information is routinely shared with parents and carers, along with guidance and support relating to attendance. Communication takes place in the following ways:

- Go 4 Schools, which can be accessed at any time.
- Weekly email updates to students and parents.
- Attendance logs recorded in student planners.
- Termly reports.
- Attendance monitoring letters or follow-up actions, where required.

**4.2.5.** Additional support to encourage or facilitate good attendance can also be provided for parents and students as detailed in section 5.

## **5. Support for Parents and Students**

**5.1.** The school understands that all students and families are unique and may have their own challenges and barriers regarding attendance to deal with. As such, support and advice on a range of issues is available through the senior Attendance Officer, the Attendance Team, Heads of Year, the Pastoral Team, and Safeguarding. We are also able to signpost or refer parents/carers or families to external agencies who may be able to offer additional support. These may include:

- Tameside Education Welfare
- Antony Seddon Centre
- TOG MIND
- Healthy Hyde
- Early Help
- School Nursing Team
- Kooth
- Change Grow Live
- Talk Listen Change
- LGBT Foundation
- Children's Social care
- Family Hub
- Youth Services
- Young Carers
- Bridges
- Tameside Housing Advice
- Or any other appropriate supportive external agency.

## **6. Children Missing From Education**

**6.1.** The school has a duty of care for all our students, should we deem your child as missing in education in line with local guidance - (The national definition of a child missing from education is: "All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time - usually agreed as 15 school days or more") we will inform the Local Authority who will carry out checks with relevant agencies and make the ultimate decision as to whether the child remains on our roll.

**6.2.** For further information please refer to Tameside MBC's Children Missing from Education Guidance March 2023: Tameside [Children Missing from Education](#) Guidance.

## **7. Formal proceedings**

The school operates a staged approach to managing attendance concerns.

**7.1.** Form tutors, Heads of Year, and/or the Attendance Team will typically speak with students who have three or more broken weeks of attendance unless there are known and genuine reasons for their absences. A phone call will be made to parents/carers to express concern, offer support where appropriate, and inform them that the child's attendance will be monitored in the coming weeks. Additionally, a Stage 1 letter will be sent via email to formally communicate these concerns.

**7.2.** If a student has four or more broken weeks of attendance, they will be formally monitored on a weekly basis. A Stage 2 letter will be issued to parents/carers, informing them that their child's attendance is under review and offering any necessary support. If there is no improvement, the school may need to consider issuing a penalty fine or pursuing legal action.

**7.3.** Should attendance fail to improve, parents/carers will be invited to an Attendance Meeting with the Head of Year and/or Attendance Team to discuss concerns and develop an Attendance Improvement Plan. If a parent/carer does not attend the meeting, the plan will be formulated in their absence and minutes of this meeting will be sent to them. Attendance will continue to be monitored, and additional meetings will be arranged if further improvements are not made.

**7.4.** If a student accrues 10 or more sessions of unauthorised absence within a rolling period of 10 school weeks, the school may decide to issue a Penalty Notice. A school week is defined as any week in which at least one school session takes place. These 10 sessions of unauthorised absence may consist of any combination of reasons, such as four sessions of term-time holiday and six sessions of arriving late after the register has closed, provided they occur within the 10-week period. The sessions may be consecutive (e.g., 10 sessions of holiday taken in a single week) or non-consecutive (e.g., six sessions of unauthorised absence in one week followed by one per week over the next four weeks). Additionally, the 10-week period may span different academic terms or school years. For example, two sessions of unauthorised absence in the summer term followed by an additional eight sessions in the autumn term would still meet the threshold for a Penalty Notice.

For further guidance, please refer to the DfE 'Working Together to Improve School Attendance' (2024).

**7.5.** If a child's attendance drops below 90% their attendance will be classed as a Persistent Absence (PA) as detailed in guidance from the DfE. If absences are unauthorised and parents/carers are condoning absence from school and failing to work with us to bring about any sustained improvement, then parents/carers will be invited to attend a further Attendance Meeting. If attendance is significantly below the PA threshold of 90%, then we will initiate a case for prosecution.

**7.6.** Children with an attendance of 50% or below are considered severely absent and are at risk of becoming NEET (not in education, employment or training). The Senior Attendance Officer will initiate a case for prosecution if, having attended Attendance Meetings, parents/carers fail to support the Attendance Agreement put in place and there is no improvement in the child's attendance or when a parent/carer fails to engage with school despite support being offered.

**7.7.** If a persistent absence is due to an unauthorised holiday in term time, then parents/carers will be issued with a penalty notice, as detailed below, rather than initiating a case for prosecution.

## **8. Leave of absence in term time**

**8.1.** Following changes in legislation in 2013, parents are no longer entitled to take leave of absence during term time. Leave of absence during term time will only be granted under exceptional circumstances; this does not include family holidays or weddings.

**8.2.** Requests for leave of absence in term time should be put in writing to the Headteacher by letter or email. The Headteacher's decision is final and cannot be appealed. If parents take their children out of school without making a request, or if parents still take their child out of school after a request has

been denied, the absence will be marked as unauthorised and they will be issued with a Penalty Notice fine by Tameside MBC.

**8.3.** In August 2024, the DfE updated its statutory guidance, "Working together to improve school attendance," to further emphasise the importance of regular attendance and outline the roles and responsibilities of parents, schools, and local authorities in maintaining high levels of attendance.

**8.4.** In line with this guidance, the fine for school absences is set nationally and this is paid directly to the Local Authority.

## **9. Roles and Responsibilities**

### **9.1. The Governing Body will:**

- Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data and help school leaders focus support on the students who need it.

DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.

### **9.2. The Headteacher will:**

- Set targets for whole school attendance, persistent and severe absence as well as vulnerable groups in agreement with the Governing Body.
- Support this policy and ensure it is implemented consistently across the school.
- Monitor attendance data on a daily, weekly and half termly basis.
- Consider requests for leave of absence in term-time.
- Sign off the appropriate documentation in the event of any legal proceedings.

### **9.3. Heads of Year will:**

- Promote excellent attendance in their Year Group and provide opportunities for students to celebrate good attendance.
- Support this policy and those responsible for implementing it.
- Monitor attendance data on a daily basis and meet with the Attendance Team frequently to agree and review actions.
- Make telephone calls daily for absent students in their year groups, as agreed with the Attendance Team, to parents of absent students and record any parental contact and the reasons for absence as detailed in section 3 of this policy.
- Conduct attendance visits as directed by the Senior Attendance Officer.
- Monitor and manage attendance of students effectively as detailed in section 4 of this policy.
- Attend Attendance Panel Meetings for students in their year group.
- Offer support and signposting to other services for parents who request it as detailed in section 5 of this policy.

### **9.4. Form Tutors will:**

- Monitor attendance data and share this information with students to log in their planners.
- Promote excellent attendance within their form group.
- Discuss concerns about attendance and punctuality with individual students below 96% and encourage them to improve.

- Contact parents regarding attendance concerns as directed by the Head of Year manager or Pastoral Leaders.
- Pass any medical evidence or letters relating to attendance to the Senior Attendance Officer.
- Take the morning register promptly and accurately and update with details of any student who arrives late to form.
- Place students on Form Tutor report cards to encourage good attendance and punctuality for key students as directed by the Head of Year manager or Pastoral Leaders.

**9.5. The Student Services and Attendance Team will:**

- Take incoming calls regarding absence and record reasons on the register as detailed in section 3 of this policy.
- Ensure registers are completed accurately and on time and follow up, as appropriate, if there are concerns or issues.
- Assist the Attendance and Heads of Year Teams with making daily telephone calls to parents of absent students.
- Assist the Attendance Team in sending out text message and push notifications to parents/carers of absent students.
- Assist in sending out attendance letters as appropriate.
- Assist in preparing Attendance Awards including termly certificate.
- Support with home visits.
- Ensure fire registers are printed and are available promptly during fire drills or emergency evacuations.

**9.6. The Senior Attendance Officer will:**

- Ensure registers are completed accurately and on time and follow up, as appropriate, if there are concerns or issues.
- Check register marks at the end of each day to ensure that there are no missing or unexplained (N) absence codes.
- Ensure all register notes begin with the staff code for tracking and communication.
- Lead on ensuring all daily attendance procedures as detailed in section 3 of the policy are routinely followed.
- Lead on ensuring all processes for monitoring and managing attendance as detailed in section 4 of the policy are routinely followed.
- Carry out home visits.
- Organise and administer the necessary meetings and documentation in line with our staged approach to attendance and any formal proceedings, including attendance letters, penalty notices and prosecutions, as appropriate.
- Provide attendance data as requested for Year Leaders and Managers, the Student Services Manager and SLT.
- Report on attendance to the DHY in scheduled meetings.
- Support the DHT in preparing attendance reports for governors and the Academy Trust.
- Work alongside the DHT to write and review the School Improvement Plan (SIP) subsection for attendance.
- Work closely with the local authority to communicate attendance data and actions.
- Seek support and guidance from the local authority when it is required.

**9.7. The Deputy Headteacher will:**

- Work with and support the Senior Attendance Officer in monitoring and managing attendance and in initiating our formal procedures.
- Meet with the Senior Attendance Leader in frequent scheduled meetings.

- Monitor meeting minutes for other meetings in which attendance monitoring and managing is on the agenda.
- Review and develop the Attendance Policy and procedures as appropriate.
- Write and review the School Improvement Plan (SIP) subsection for attendance.
- Monitor the impact of attendance actions.
- Provide attendance data and the appropriate reports as requested by SLT, Governing Body, and Academy Trust.
- Ensure there is whole school support for the Senior Attendance Leader in creating a “sense of belonging” and ensuring that attendance is high profile and considered everyone’s responsibility.

**9.8.** Parents/carers will support this policy and encourage their child to attend the Academy regularly and punctually. In particular, we ask that parents/carers:

- Sign and adhere to the Home School Agreement in students’ planners.
- Contact school on every day of their child’s absence.
- Provide medical evidence for any absence if requested.
- Arrange medical appointments out of school time or, if this is not possible, collect students from school and/or drop them back off after the appointment rather than keep their child off for the whole session.
- Do not book holidays in term time.
- Put requests for leave of absence during term time, in writing, to the Headteacher.
- Are aware of their legal responsibility regarding school attendance, and understand that the school will follow formal processes such as notice to improve letters, penalty notices and prosecution where necessary.

**9.9.** We expect students:

- Sign and adhere to the Home School Agreement in students’ planners.
- To attend school on time.
- To attend school regularly (this means each day the school is open to students).
- Not to leave the school during the school day without prior permission from a member of staff, and without signing out.
- To discuss any barriers to attendance with their Form Tutor, Head of Year, or the Attendance Team.
- To log their attendance in the planners each week.
- Read their attendance emails.
- Bring evidence of excellent attendance or improvements to celebrate at PRIDE@Hyde events.

## **10. Monitoring and evaluation**

**10.1.** Whole school attendance data, and attendance data by year group and student group, is monitored on a daily and weekly basis. The attendance of identified students is also monitored on a daily basis. In addition, a termly report is prepared for SLT and the Governing Body by the Deputy Headteacher.

**10.2.** The effectiveness of our policy and procedures are evaluated throughout the year through discussions and formal meetings with the Attendance Team, Pastoral Team, and SLT and against our attendance data. The S.I.P attendance subsection is evaluated each term. The attendance policy is formally reviewed by the Governing Body annually.