



## Trinity Academy Halifax

<b>Policy:</b>	Attendance and Punctuality Policy
<b>Date or review:</b>	April 2024
<b>Date of next review:</b>	April 2027
<b>Lead professional:</b>	Vice Principal – Stewart Cooke (Student Support)
<b>Status:</b>	Non-Statutory

## **1. Purpose of policy and guiding principles**

- 1.1. Across the trust, Directors, Governors and Principals strive to ensure that all students receive a full time education that maximises the opportunities for all students to fulfil their potential.
- 1.2. In all trust academies 100% student attendance is expected and each academy has in place a range of procedures and strategies that actively promotes good attendance, recognises good attendance and punctuality and seeks to address unjustified absences.
- 1.3. Trinity MAT recognises the link between high levels of attendance and academic progress. To this end, each academy has a responsibility to provide a welcoming, productive and safe learning environment, which supports high levels of attendance.
- 1.4. All academy staff have a responsibility to promote good attendance and key staff in each academy will work with students and their families to ensure that each student attends the academy regularly and punctually.
- 1.5.





9.3. viourel



- 13.2. This plan will be discussed with parents/carers to gain their commitment to the actions and improvements required.
- 13.3. In the case of students with SEND this may require an Education Healthcare Plan, and in

## Appendix 1

Trinity Academy Halifax

Students must be in the academy building no later than: 8.10 am

Students must be registered in their first lesson by: 8.15am

After this time students are considered late.

Compulsory/legal registration times in this academy are: 8.30 am  
1.45 pm

You must notify the academy of an absence by: 7.40 am

The attendance team are:

Senior Leader	Stewart Cooke – Vice Principal
Attendance Team	Hayley Carter Jordan Ball Sharon Wainman Lucy Farrah Annabel Buckley
Other	Jason Kargans – Assistant Principal

Any members of the attendance team above are able to conduct home visits.



