



Nant-y-Cwm Steiner School – Attendance Policy

Review date	Reviewed by	Amendments	SGT review of amendments
17/09/25	MH, FT, EG	Timings for comms with parents of absent children.	MH, FT

Next Review Date - Sept 2026

1. Purpose & Ethos

Regular attendance is essential for students' learning, social development, and wellbeing—core values in Steiner education. This policy:

- Reflects legal requirements for attendance (e.g. Education Act 1996, or relevant local regulations).
- Supports our school's commitment to nurturing a stable, rhythm-driven learning environment.
- Ensures families and staff collaborate to maintain positive attendance.

2. Scope

This policy applies to all students of compulsory school age enrolled at the school.

3. Roles & Responsibilities

Parents/Carers must:

- Notify the school by e.g. 9:30am each day of absence, stating the reason.
- Provide medical evidence for prolonged or frequent absences.

Class Teachers must:

- Take the attendance register at the start of the morning session (and afternoon if required).
- Follow up promptly on unexplained absences.

Administration Staff must:

- Maintain accurate records in the attendance system.
 - Input daily attendance data into digital register
- Contact families on the day of any unexplained absence and log all communication by 9:30.

Head/Education Leader must:

- Monitor attendance data regularly.
 - Half termly analysis of children below 95% (receive attendance email)
 - Ongoing analysis of children with persistence absence of below 85% (1:1 meeting with parents and support plan created for child).
 - Lead interventions for low attendance and involve external support if needed.
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4. Monitoring Attendance

We track attendance at multiple levels:

- **Daily registers** are completed accurately.
- **Weekly reporting** of attendance by class and by student.
- **Termly summary** of absences to trustee team, categorized as:

- *Excellent attendance:* > 95%
 - *At risk:* 90–95%
 - *Concern:* 85–90%
 - *Persistent absence:* < 85%
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5. Responding to Falling Attendance

When attendance dips into concern or persistent absence:

- **Tier 1:** Early communication with parents, reinforcing the importance of regular attendance.
 - **Tier 2:** A meeting with parents and class teacher; identify barriers and set targets for improvement.
 - **Tier 3:** If attendance doesn't improve, involve the school leadership, provide personalised support plan (e.g. mentoring, flexible start), and consider external agencies.
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6. Supporting Low Attendance

We recognise many reasons for low attendance (e.g. health, anxiety, travel, family situations). To support:

- Develop **attendance plans** with parents (possible staggered start, part-time return).
 - Facilitate **catch-up work** or structured transition back into school.
 - Link with **external support services** (medical, mental health, social care) as needed.
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7. Reduced Attendance Situations

There are circumstances where reduced attendance may be appropriate:

- **Approved part-time timetable** for medical or wellbeing reasons.

- **Extended leave arrangements** (e.g. family crisis, constrained travel) approved in advance.
- **Home education or blended learning** arrangements when agreed formally with the school.

All such arrangements require documented agreement and review (e.g. every 4 weeks).

8. Legal Non-Attendance & Truancy

Unexplained absence or refusal to attend may trigger legal responsibilities, including:

- Attendance Officer involvement.
 - Referral under Education Act provisions.
 - Partnership with Local Authority (if applicable).
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9. Review & Communication

- This policy is reviewed annually by staff and the governing body.
- Attendance reports are shared with parents of children whose attendance is a 'concern' or 'at risk' termly.
- Training on attendance expectations is provided for all staff.