

Attendance and Punctuality Policy

Academy Specific Information

This appendix must be completed by each academy

It should be maintained and reviewed in line with the overarching Attendance and Punctuality Policy.

Academy:	NANTWICH PRIMARY ACADEMY
----------	--------------------------

SECTION 5 – ATTENDANCE EXPECTATIONS

Academy day starts at:	8:40am	Pupils expected on site by:	8:30 – 8:40am
AM register taken at:	8:40am	PM register taken at:	1:00pm

SECTION 6 – ABSENCE PROCEDURES

Where no information has been received by	8:50am	on the first day of
absence, the Academy will telephone the home of the absent pupil to enquire regarding the absence.		
Academy procedure:		
• Make a phone call • Send a text • Request a Safe and Well call/visit from the Education Welfare Officer / Police		

SECTION 7 – ATTENDANCE REGISTER

AM register taken at:	8:40am	AM register will close at:	9:10am
PM register taken at:	1:00pm	PM register will close at:	1:30pm

SECTION 10 – PERSISTENT ABSENCE

Academy procedure:

- Meeting with pupils and parents to listen and understand barriers to attendance, and any other problems they may be having
- Explain the help that is available
- Review any existing actions or interventions
- Establishing attendance improvement plans to remove barriers and provide additional support.
- Leading regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Considering what support for re-engagement might be needed, including for vulnerable groups.
- Provide access to wider support services to remove barriers to attendance in conjunction with the Local Authority where relevant
- Explain the potential consequences of and sanctions for persistent and severe absence
- Implement sanctions, where necessary

SECTION 13 – CELEBRATING GOOD ATTENDANCE

Academy procedure:

Page 1 of 2

The Academy will acknowledge excellent attendance and punctuality / improvement in attendance / punctuality in the following ways:

- Attendance Hero Certificates, beat the Bell (class reward), Attendance Cup (monthly) and On Time Tokens
- Termly 96.5+% and 100% attendance rewards
- Annual 100% attendance rewards

The Academy will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

SECTION 14 – ATTENDANCE INTERVENTION

Academy's expected attendance level:	96.5% and above
--------------------------------------	-----------------

Academy's staged approach / interventions to effectively manage pupil absence and punctuality as well as responses to improved attendance / punctuality.

Pre-stage	Promoting a whole school ethos of good attendance on a daily basis via assemblies, NPA News and Attendance Officer availability.
Attendance Stage 1	Attendance letter one sent
Attendance Stage 2	Attendance letter two sent
Attendance Stage 3	Attendance letter three sent and meeting with Education Welfare Officer
Lates Stage 1	Lates letter one
Lates Stage 2	Lates letter two

Attendance contact	
--------------------	--

Attendance Champion	Mrs S Spence (Principal) nantwichoffice@sbmat.org / 01270 902055
Attendance Officer	Mrs Jayne Lyall Brookes (Learning Mentor) nantwichoffice@sbmat.org / 01270 902055

Last reviewed: January 2026

Next review: January 2027