



Trinity Academy Halifax

Policy:	Attendance and Punctuality Policy
Date or review:	April 2024
Date of next review:	April 2027
Lead professional:	Vice Principal – Stewart Cooke (Student Support)
Status:	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.

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- 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.

