

Good morning,

We are reaching out to all parents to update you on the recent changes to the attendance policy. We have taken steps to be more consistent & transparent with both the policy & intervention actions. You are likely to get more correspondence regarding attendance. At The Milton Keynes Academy we believe that excellent attendance is crucial to your child achieving their full potential. Every moment in school counts, and days missed add up quickly.

In 2019 a study found that of students with 0% missed sessions, 83.9% of them achieved grades 9 to 4 in English and Maths. The same study found that of students who missed 10% of sessions, 35.9% of them managed to do the same. Attendance is critical in achieving a student's potential.

When a student's attendance begins to drop below 97.5% their tutor will have a conversation with them to find out if there is anything affecting their attendance. You will receive a letter from their progress leader to inform you this has taken place. For consistency this will be followed for all absences including authorised.

If a student's attendance drops to between 92.5-95% you will be contacted by phone from the attendance team to inform you of their current attendance & open a line of communication. You will receive a letter informing you that if their attendance falls below 90% they will start proceeding down attendance intervention process which can then lead to absence not be authorised without supporting evidence.

If their attendance drops to between 90-92% you will receive a letter from the attendance team explaining that your child is at risk of falling into persistently absent. The DFE defines any student below 90% as persistently absent.

#### Attendance Intervention Policy- Below 90%

When a student is below 90% they are classed as persistently absent. Once they drop into this category the attendance team will be in regular communication with the family. You will receive a letter informing you they are now classed as persistently absent. At this stage we don't consider the types of absence these would be discussed at the next intervention stage.

If attendance does not improve, we would invite you in for a first attendance meeting with one of our Attendance Improvement Leaders. During this meeting they would explore the reasons for low attendance & discuss the attendance intervention stages. At this point we consider individual circumstances &, if necessary, take advice on reasonable adjustments. As a group we would produce an attendance improvement plan for your child.

If your student's attendance still does not improve a final attendance meeting with the Attendance Improvement Manager would take place. During this meeting we would review previous support in place & update/change this as needed. This is the last stage at school level, further action would involve the local authority. A final attendance contract would be issued.

If after the final meeting attendance has not improved, we would issue a fixed penalty notice for non-attendance. Before issuing this, we would take into consideration the reasons for the absence & any reasonable adjustments that must be made.

If after receiving a fixed penalty notice attendance has not improved, we must refer the case to the local authority which can result in prosecution.