

Attendance Policy Quick Guide

Regular attendance to school is a legal requirement for all children of compulsory school age and is a fundamental pillar of education that influences academic success, personal growth, and future opportunities. The Victory Academy is committed to fostering child-centred actions and collective responsibility for attendance as an Inclusive Attendance school.

The Victory Academy utilise the Multi-Tiered System of Support (MTSS) which provides a comprehensive attendance intervention system that includes staff, children, parents, and external agencies, fully aligned with DfE guidelines.

Tier 1: Universal support for all children.

Tier 2: Early internal support and intervention.

Tier 3: Intensive support for children and families requiring external agency assistance.

The Victory Academy promote a recognition-based model that acknowledges individual and collective achievements, fostering a positive environment and intrinsic motivation.

Safeguarding Children

The school prioritises student welfare. Concerns regarding attendance are promptly investigated, and unexplained or prolonged absences trigger safeguarding procedures, including home visits and communication with agencies.

Parents: Foster a culture of punctuality and regular attendance, crucial for their child's academic and personal development.

School: Monitor attendance, communicate with parents, and implement interventions to support student engagement.

Children: Attend school regularly and punctually, actively engaging in learning and following attendance policies.

External agencies (Including Governors and Trustees): Provide specialised support to overcome barriers to attendance, working collaboratively with the school to improve outcomes.

School Times and Dates: The Victory Academy day begins at 8:35am. Students should be on time to ensure they are in Learning Period 1/Line up by this time. Students arriving to Learning Period 1/Line up after 8:35am will be coded as late (L) and will be required to attend a detention on the same day.

The Victory Academy Term dates can be found here: [Term Dates](#)

Requesting Absence Leave: Parents must request leave in writing at least 10 school days in advance. Please note that these will only be authorised in exceptional circumstances: [Exceptional Circumstance Form](#)

Reporting a Child's Absence: Can we respectfully ask that parents notify the school by 8am each morning, using the Arbor Portal, if their child is unable to attend for any unavoidable reason, such as illness.

Persistent Absence (PA):
Attendance at or below 90%, equating to more than 18 missed school days per year.

Risk of Persistent Absence:
Attendance consistently below 95%, translating to between 10 to 18 days of absence.

Severe Absence:
Students absent more than 50% of the time, requiring intensive support and potential flexible adjustments to facilitate regular attendance.

A more comprehensive version of our Attendance Policy can be found here: [Attendance Policy](#).