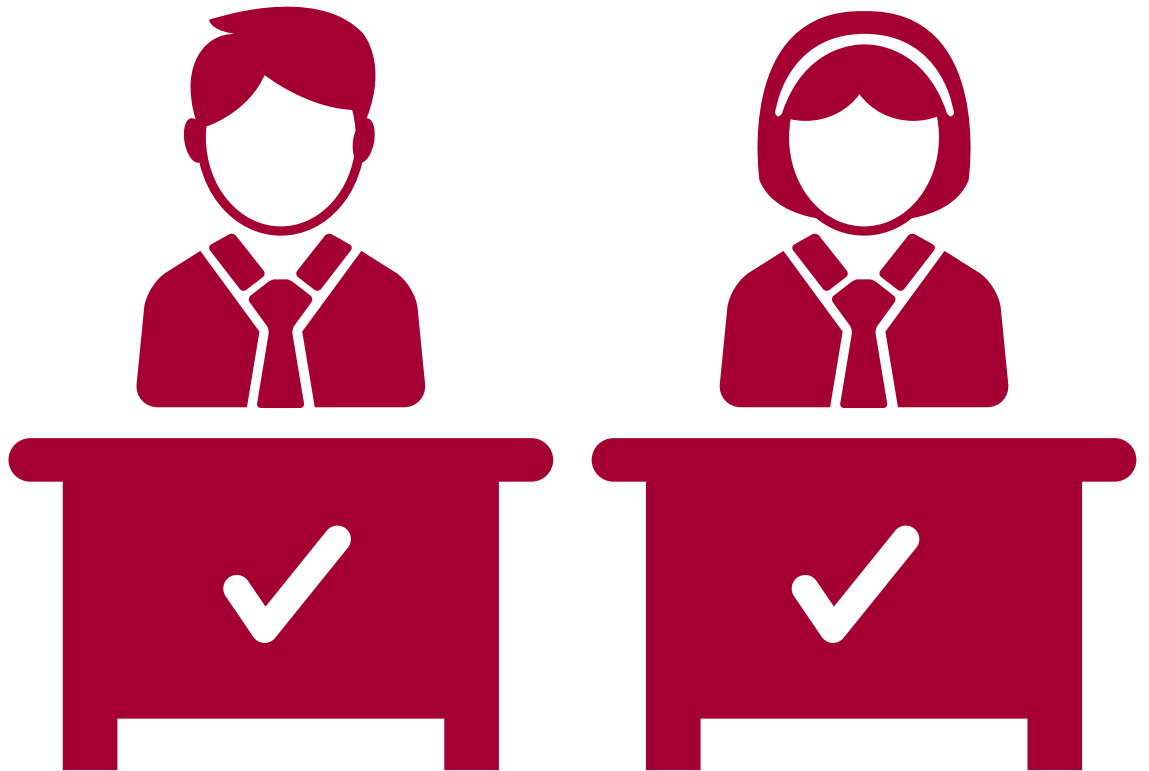


SSAT's Attendance and Punctuality Audit Tool

Sample



The SSAT Attendance and Punctuality Audit Tool is based upon our synthesis of recent research evidence, alongside the requirements of the Department for Education’s “Working Together to Improve School Attendance”, published in February 2024 which became statutory in August 2024.

Please complete the following questions as thoroughly and honestly as possible about your organisational practices.

Section 1: Culture

How we create a positive organisational culture focused on the benefits of good attendance and punctuality.

1. Name of our school and important contextual information (e.g. phase, type, number on roll)

2. We have the following people with specific and defined responsibilities around attendance and punctuality (select all that apply).

Link governor with monitoring responsibility.	Education Welfare Officer or equivalent.
Governor committee with attendance as standing item.	Designated person to handle first day absences.
Senior leader with strategic responsibility.	School counsellor, mentor or equivalent.
Attendance manager or equivalent.	Dedicated support from external agency staff.

3. Our organisation has an effective attendance and punctuality policy in place.

Yes No



Ready to take a deeper look at attendance in your school?

The sample gives you a starting point. The full SSAT Attendance Audit Tool helps you take a more comprehensive look at your school's approach to attendance and identify where further action could make the greatest difference. The tool is rooted in evidence and fully aligned with statutory guidance.

Use the full audit to reflect on your current practice across key areas including culture, data and processes, working with families, individualised support and evidence-informed practice.

Designed for leadership teams, the tool provides a structured approach to help you:

- ▶ *Build a clearer picture of what's working well.*
- ▶ *Identify gaps and areas for development.*
- ▶ *Bring leadership teams together around shared priorities.*
- ▶ *Turn reflection into practical next steps.*
- ▶ *Support a more strategic, whole-school approach to attendance.*

Move from understanding your current position to planning and deciding what to do next.

We are SSAT, the Schools, Students and Teachers network.

We exist to help improve outcomes for all young people. As a membership organisation of schools and academies across the UK and internationally, we work with leaders, teachers and pupils to drive school improvement and innovation, and celebrate their successes. We believe in a **truly school-led system**, with schools working in partnership across and beyond the education sector.

At SSAT's heart are our **membership networks**, bringing together school leaders, teachers and pupils. We have been working with schools for 40 years, and continue to **offer insight and understanding** into teaching, learning and system leadership. Our **professional development** and **school improvement programmes** help leaders and teachers to further outcomes for all young people, and develop leadership at all levels across the system.

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