



## Attendance Policy

Date Approved by Board	February 2024
Next Review Due	October 2024

*Other documentation to be considered alongside this policy:*

- [The DfE's Children Missing Education guidance](#)
- [Keeping Children Safe in Education 2023](#)
- [Guidance on school attendance Working together to improve school attendance](#)

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### **1.0 Purpose**

At APTCOO we aim to ensure that all learners receive an education which maximises opportunities for each of them to realise their true potential.

APTCOO endeavours to provide a welcoming, caring environment, whereby all learners thrive.

All APTCOO staff work with learners and families to ensure each learner attends the school regularly and punctually.

To meet these objectives APTCOO have established an effective and efficient system of communication with learners, Parents/carers and partner organisations to provide mutual information, advice and support.

### **2.0 Statutory Duties**

The Education Act 1996 requires parents or guardians to ensure their children receive full-time education by regular attendance at a school or by other arrangements.

APTCOO is responsible for recording learner attendance daily, reflecting attendance at the start of the morning session and the afternoon session; this is recorded on a spreadsheet, by relevant DfE codes, and includes attendance percentages by week and by term – this is reported to the relevant commissioners.

### **3.0 Aims**

1. To improve the overall percentage of learners' attendance
2. To reduce the level of any persistent absences (PA)
3. To make attendance and punctuality a priority for all those associated with the organisation including learners, parents/carers, delivery staff and trustees, and partner organisations.
5. To provide support, advice and guidance to Parents/carers and learners.
6. To develop a systematic approach to gathering and analysing attendance related data and to share this with partner organisations via half termly reporting to commissioners at review meetings.
7. To further develop positive and consistent communication between home, APTCOO and partners via Increased communication to parent/carers; regular Education Placement Review meetings with the LA Integrated Children's Disability Service (ICDS) and at EHCP meetings

### **4.0 Roles and responsibilities regarding attendance**

#### **Learners**

APTCOO expects all learners to be punctual and maintain high levels of attendance.

#### **Parents/Carers**

Parents/carers are expected to know which absences are acceptable, (see Table 1 below). The Attendance Policy will be published on the APTCOO website. Any absence will only be authorised at the discretion of the Head Teacher. Parents/carers should be aware of the legal consequences of non-attendance.

Parents/carers should be aware that poor punctuality may result in an unauthorised absence being recorded. This information will be shared with the referring partner organisation.

Parents/carers are asked to inform APTCOO of any barriers to their child or young person attending the provision during the initial referral and admission transition process.

APTCOO asks that all Parents/carers inform the administration team on their child's first day of absence, at the earliest opportunity, and no later than 30 minutes after scheduled arrival time.

#### **Tutors & Support Assistants**

It is the responsibility of all tutors and support assistants at APTCOO to formally confirm attendance of each learner at the relevant provision base each day.

Information is shared internally via a secure Microsoft Teams platform and is subsequently coordinated and migrated into an electronic central record (by DfE

code) which informs the relevant commissioners of current attendance data, as and when required.

All lateness to provision is recorded and a note made of reasons given. This is included in the attendance records.

The link between attendance and attainment should be actively promoted.

## **Head Teacher**

It is the responsibility of the **Head Teacher** to oversee the provisions attendance policy and practice.

In collaboration with the Compliance Lead, the policy will be monitored, evaluated, and reviewed annually.

## **Trustees**

Trustees should monitor and evaluate attendance data provided by the Head Teacher and ensure the policy is adhered to.

## **5.0 Table 1 - Attendance and Punctuality Policy**

### **Authorised and unauthorised absence**

It is the **Head Teacher's** decision as to whether an absence is authorised or unauthorised. A telephone call on the first day of absence followed by a letter on return from Parents/carers does not in itself authorise an absence; only APTCOO's acceptance of the explanation authorises the absence. The following examples should help to make this clearer:

#### **Authorised Absences**

- Sickness
- Unavoidable medical/dental appointment (half day maximum)
- Days of religious or cultural observance such as main religious days of Eid (agreed with the Head Teacher beforehand)
- Exceptional family circumstances, such as bereavement
- Going to other establishments for visits, interviews, or examination

#### **Unauthorised Absences**

- Looking after brothers, sisters, and others
- Shopping
- Celebrating a birthday
- Sleeping in
- One child is ill, so all are kept off.
- Holidays in term time will not automatically be sanctioned. However exceptional leave and family circumstances (including religious and cultural reasons) will be considered.

## **Children Missing Education /Missing from Education (in line with KCSiE 2023)**

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines.

It is important that APTCOO's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future.

This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

Further information and support, includes:

- [Guidance on school attendance Working together to improve school attendance](#) including information on how schools should work with the commissioning authority children's services where school absence indicates safeguarding concerns.
- Information regarding schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school roll at standard and non-standard transition points, can be found in the department's statutory guidance: [Children Missing Education](#).

Policy/ procedure for: Attendance

**RECORD OF CHANGES**

DATE	AUTHOR	PROCEDURE	DETAILS OF CHANGE
December 2022	Compliance Lead & Finance & Admin Lead	V2 Annual Review and Update	<ul style="list-style-type: none"> <li>• Amendments to Covid sections to reflect updated guidance</li> </ul>
October 2023	Compliance Lead and Head Teacher	V3 Annual Review and Update	<ul style="list-style-type: none"> <li>• Clarity of admission recording process.</li> <li>• Addition of process in relation to children missing/children missing from education (in line with KCSIE 23 updates).</li> <li>• Inclusion of updated links to guidance.</li> </ul>

**Appendix 2**

**EMPLOYEE RECORD OF HAVING READ THE POLICY**

**Title of Policy: Attendance**

I have read and understand the principles contained in the named policy.

<b>PRINT FULL NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>