



Attendance Policy

Policy Updated 27/06/2022 + revision 29/8/2022 + revision 30/11/2022 + revision 18/10/2023
+ revision 05/09/2024 by Danielle Chell + revision 3/11/2025 by Daielle Chell

Reviewed By	Date	Signature
Danielle Chell	09/09/2025	D Chell
Danielle Chell	3/11/2025	D Chell

Objectives of the attendance policy

- We expect all students to attend on every day they are due to be with us, when the education provision is open, as long as they are fit and healthy enough to do so.
- We do all we can to encourage the students to attend, and to put in place appropriate procedures.
- We believe that the most important factor in promoting good attendance is development of positive attitudes towards the education provision, its staff and the environment. To this end, we strive to make our centre a happy and rewarding experience for all students.
- We will also make the best provision we can for those students who, due to ill health, are prevented from coming to the centre.

Under the *Education (Pupil Registration) Regulations*, the Head of Centre is responsible for making sure the Education provision keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

Regular attendance Alpha Learning Staffordshire Ltd is vital if a pupil is to make good progress and to benefit from the opportunities that Alpha has to offer. At Alpha we aim for our whole school attendance of 95%.

If a pupils attendance drops below this the following strategies will be use;

- Informal chat with student and parents by telephone at each incidence of absence (recorded on SIMS/Arbor)
- Formal conversation with parents when percentage attendance starts to drop below 95%
- In the event of no contact with parents/carers by telephone we may complete a home visit
- Letter to parents/carer informing them of their parental legal responsibility in ensuring their child attends school – a copy will also be provided to their key worker/ on roll school/relevant people- further continued absence will result in
- Referral to the on roll school/The Education Welfare Service will be made if attendance does not improve

However it should be noted that as a provision we receive many students referred to us with extremely poor attendance and that may be a reason for their referral, in this case we will put in place strategies to support the student arriving into school and we may approach each case on an individual basis providing that we see progression with improved attendance.

Our approach

We aim to successfully to treat the root causes of absence and remove barriers to attendance by working with the students and families. We feel that the extract below from Woking together to improve school 2024 attendance summarises our intentions and process in a concise and accurate manner.

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Key Attendance codes (See full List in Appendix 1)

\ Present AM/PM

L Late

O Unauthorised Absence

U Late after registers closed

D Dual Registration (i.e student attending another establishment)

B Educated off site (Students on roll at Alpha at another Provider and confirmed present)

I Illness (not medical or dental appointments)

M Medical or Dental Appointments

Arrival and Registration

Upon arrival all students should sign in at reception ready to commence their day by 09.00am.

If a student arrives after 9:00am he or she will be marked as late. After 09.30 a.m. this will become an Unauthorised Absence.

It is essential that all students inform reception and sign in or out of the centre. The signing in / out register in the office is used in the case of an emergency or a fire drill.

Reception/admin staff will contact the provider of students on our roll who are educated off site by 10.00am to see if they are present and record their response, check safeguarding checks have been completed in the case of absence and record their attendance in our register. B code if present, corresponding absence code if they are not (attendance code of provider must match Alpha codes)

Reception/admin attendance duties are in Appendix 2

Illness and Medical Appointments

Although every effort should be made to arrange medical appointments outside school hours, we understand that is not always possible therefore if it is necessary for a student to be out of school for this reason the student parents needs to contact the centre and provide evidence of the appointment if requested.

- If a pupils attendance falls to 90% or below then they are classed as persistently absent under new government guidelines – DFES 2022.
- If the pupil is classed as persistently absent – known as PA then medical evidence is required in order to authorise any absences below the threshold of 90%.
- Medical evidence is any medicine or prescription that has the child's name and date on. Doctors appointment card for the session that is dated and stamped.
- If absences cannot be authorised due to the lack of medical evidence this may lead to a referral to the EWO and possible statutory action.

Authorised and unauthorised attendance

- As an education provider we clearly have to differentiate between authorised and Non- authorised attendance.
- We authorise absence only when the reason (illness, bereavement and religious observation) can be seen as a genuine explanation of the absence.
- Evidence as outlined is required for any medical appointments such as the GP, Dentist or hospital.
- If the pupil returns during the session from an appointment they will be given their mark for the session

Authorised Absence

- An absence is classified as authorised when a student has been away from school for a legitimate reason and the Centre has received notification from a parent or guardian. For example, if a student has been unwell and the parent writes a note or telephones the Centre to explain the absence.
- Only the Centre can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a student out of the Centre to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence

An absence is classified as unauthorised when a student is away from the Centre without the permission of the Director

If a Student is Absent

When a student is absent, reception will contact the parent/carer to see if they are aware and/or to obtain an explanation. Reception will then make management aware as required.

Parents are, however, expected to email or telephone the school by 09.00 a.m. on the morning of the day of absence to inform the Centre that their child will be absent. They are asked to state a reason.

In the event that a parent/carer does not contact us regarding an absence reception/admin staff will follow the following steps (see Reception/admin attendance duties in Appendix 2)

- Non attenders by 9.15am , Text 1 – *Name* has not arrived for school, please contact school with a reason for absence and confirm you know their safe location.
 - Parents/Carers contacted before 10am by telephone, followed by a text 2 if no response.
 - Text 2 - We have not heard from you regarding *name* absence. Please contact school. If we do not hear from you we may do a home visit.
-
- Non attendance response to be recorded on Arbor under attendance note, including details of parents response by call or text
 - If you have any concerns on genuine nature of calls or responses please notify Nadine Wedgwood at the earliest opportunity and raise a safeguarding my concern.
 - Report attendance to the appropriate contact at the On-roll School on a daily basis by email and we make a phone call and ensure we speak to an appropriate member of staff in case of any concerns if this applies to the student.
 - If a student arrives late confirm time to parent via text and log on arbor.

If there is no response from the parent/career or if there is any doubt about the whereabouts of a student, the any member of staff they should take immediate action by notifying Nadine Wedgwood (Head of Centre/DSL) or other appropriate member of management team if NW is not available. A safeguarding concern should also be logged on My Concern. Nadine Wedgwood/management team will then follow procedures to check on the welfare of the student as per safeguarding guidelines/policy.

We record our attendance and safeguarding checks on our electronic system Arbour and My Concern.

Day 3 Attendance Procedures

Day 3 attendance procedures apply whether contact has been made with parents/carer has been made.

Admin to raise verbally with Nadine Wedgwood/Management Team and provide them with a Welfare Check list for the day and log on my concern as a safeguarding concern on 3rd day of absence.

Safeguarding staff will complete a safe and well check at the home. The staff member will confirm arrival at the home and leaving the property.

The safeguarding member of staff will ensure they see and speak to the student, they should be in the same room while they have a conversation with the student.

If they cannot see the child a safe and well check should be requested of the police.

The safeguarding officer will record a satisfactory visit or take and record further action on My Concern.

THE EDUCATION (PUPIL REGISTRATION) REGULATIONS 1995

Section 8(1) "Leave of absence may only be granted by a person authorised in that behalf, by the proprietor of the school".

Section 8(3) of this act gives the school discretionary powers to grant leave of absence for the purpose of annual holiday during term time.

Holidays in term time are not an entitlement and are strongly discouraged by the Government, Local Authority, the Governors and the school.

Holidays

Alpha is not able to authorise absences for holiday.

Long Term Absence

When students have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will support the student to the best of its ability.

Monitoring and Reviewing

It is the responsibility of Nadine Wedgwood (Head of Centre) to monitor overall attendance. Danielle Chell also has the responsibility for this policy, and for seeing that it is carried out. Danielle Chell and Nadine Wedgwood will work together to examine closely the information provided to them, and seek to ensure that the school's attendance figures are as high as they should be.

The Centre will keep accurate attendance records on file for a minimum period of three years.

Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the reception and Danielle Chell or Nadine Wedgwood immediately. If there is a longer-term general worry about the attendance of a particular student, this will be reported to Danielle Chell or Nadine Wedgwood by reception or staff will be free to discuss in weekly staff meetings any concerns. Procedure would then be followed to speak to parents/carers and establish reasons for absence and any support required.

In order to facilitate the monitoring of attendance a weekly review will take place by Danielle Chell, and be discussed with Nadine Wedgwood during weekly management meetings. A monthly overview review is also conducted and recorded.

Weekly attendance monitoring is a short review of the weekly attendance certificates/absentees by date report from Arbor to identify any immediate causes for concern and to address as appropriate, this is retained as a weekly spreadsheet and annotated by DC where appropriate.

Monthly attendance monitoring is completed following the procedure outlined in the Attendance Monitoring flowchart shown below, a concern is raised on an attendance monitoring form, which is filled out in each monthly attendance review with their current attendance, any mitigating factors and a general comment. Any concerns are raised on my concern and used to record contact with parents, setting attendance goals and generally recording the monitoring procedure and any actions taken.

If after following the internal attendance monitoring and intervention procedure attendance has not improved, then Alpha will contact the Education Welfare Team and fill in their referral forms in order to seek an intervention. Their forms and current policy is kept in the attendance monitoring file and in dropbox/alphalearning/template/attendance, they are not included in this policy as they are subject to change however the contact details for the main points of contact are listed below.

Education Welfare Team (EWO) 01782 235355

Education Welfare Team, Education & Family Support, Children and Families Services, Floor 2 , Civic Centre, Glebe Street, Stoke on Trent, ST4 1HH

Appendix 1 Attendance Codes

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity Must have note explaining absence
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence

K	Attending education provision arranged by the local authority	Approved Education Activity
Q	Unable to attend the school because of lack of access	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not being provided	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed.	Not counted in possible attendances
Y4	Unable to attend due to the whole schools site being unexpectedly closed	Not counted in possible attendances
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
Y6	Unable to attend in accordance with Public health guidance or law	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause.	Not counted in possible attendances Must have explanation note

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

Attendance Reception/Admin Duties

Daily Duties

Record attendance on Arbor and fire register, noting time of arrival if Late/Late after registers closed and reason for Lateness

Contact the provider of students on our roll who are educated off site by 10.00am to see if they are present and record their response, check safeguarding checks have been completed in the case of absence and record their attendance in our register. B/D code if present, corresponding absence code if they are not (attendance code of provider must match Alpha codes)

Non attenders, parents contacted before 9.15 am by text, followed by a telephone call if no response. (Pre programmed on Arbor)

- Non attenders by 9.15am , Text 1 – *Name* has not arrived for school, please contact school with a reason for absence and confirm you know their safe location.
- Parents/Carers contacted before 10am by telephone, followed by a text 2 if no response.
- Text 2 - We have not heard from you regarding *name* absence. Please contact school. If we do not hear from you we may do a home visit.

Non attendance response to be recorded on Arbor under attendance note, including details of parents response by call or text

If you have any concerns on genuine nature of calls or responses please notify Nadine Wedgwood at the earliest opportunity and raise a safeguarding my concern.

Report attendance to the appropriate contact at the On-roll School on a daily basis by email and we make a phone call and ensure we speak to an appropriate member of staff in case of any concerns if this applies to the student.

If a student arrives late confirm time to parent via text and log on arbor.

If there is no response from the parent/carerer or if there is any doubt about the whereabouts of a student, the any member of staff they should take immediate action by notifying Nadine Wedgwood (Head of Centre/DSL) or other appropriate member of management team if NW is not available. A safeguarding concern should also be logged on My Concern. Nadine Wedgwood/management team will then follow procedures to check on the welfare of the student as per safeguarding guidelines/policy.

Day 3 Attendance Procedures

Day 3 attendance procedures apply whether contact has been made with parents/carer has been made.

Admin to raise verbally with Nadine Wedgwood/Management Team and provide them with a Welfare Check list for the day and log on my concern as a safeguarding concern on 3rd day of absence.

Monthly Duties

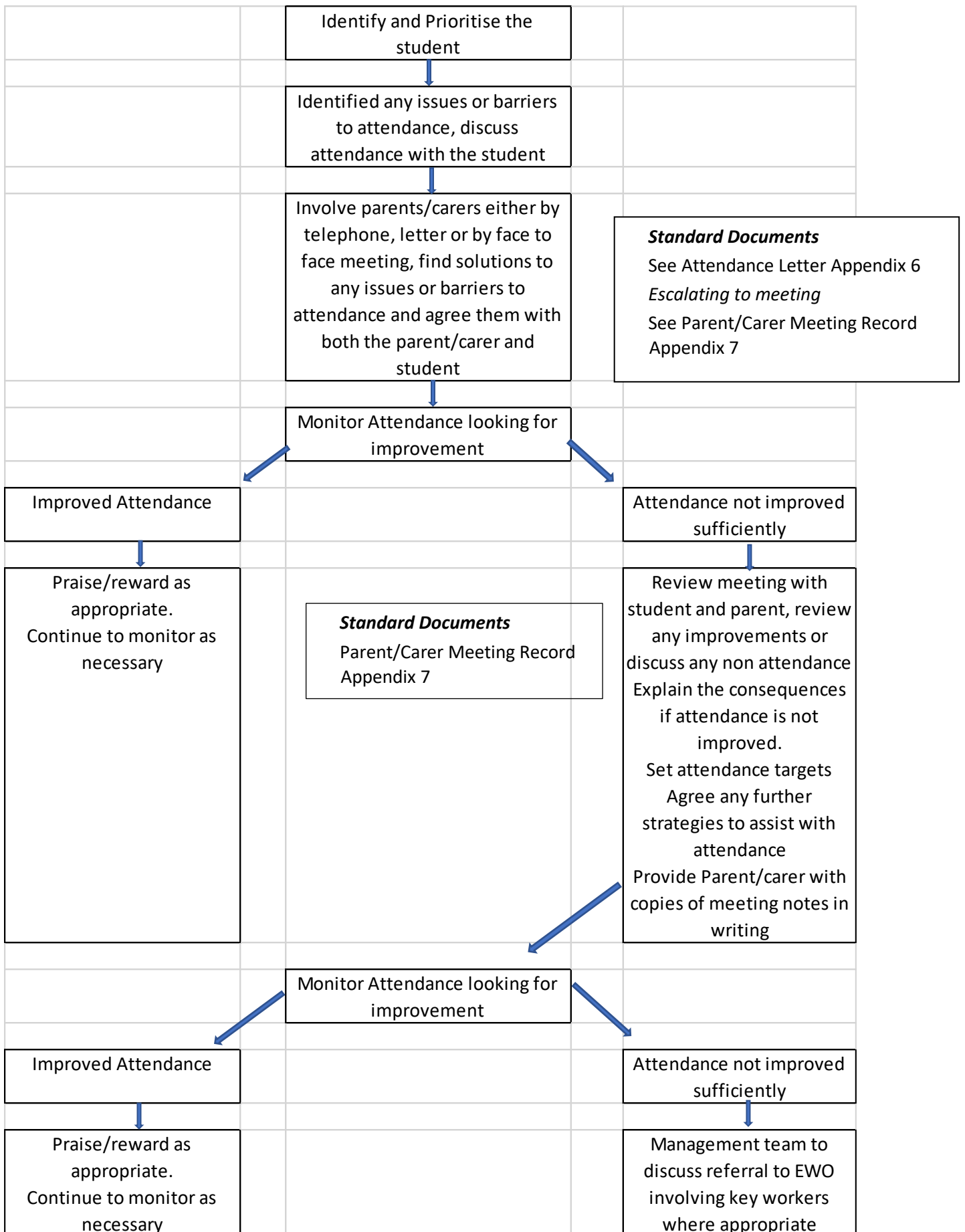
- Create new Attendance Monitoring Form for any new students (appendix 4) fill in prior school/provider attendance
- Print Attendance reports for all students
- Enter Date of review, Attendance %, Late %, No of unauthorised days
- Review meeting with Management Team, to ensure meeting takes place 1st week of month following period reviewed. Send chase emails to management if any delays.
- Action any letters or meeting requests discussed in the meeting.

**Attendance
Management Duties**

- Daily – check attendance of any student we have safeguarding concerns about. Review and attendance flagged by admin as being odd reason or cause of concern
- Weekly – Attendance Officer (Danielle Chell) to review weekly attendance on Arbor and document any necessary communications, concerns or interventions. Raise My Concerns if required.
- Monthly – Attendance Officer (Danielle Chell) and Head of Centre (Nadine Wedgwood) review monthly and year to date attendance using the attendance monitoring form (Appendix 5) document our thoughts on the Attendance, noting improvements, declines and actions required
- As required – My concerns raised and responded to appropriately Danielle Chell DDSL and Nadine Wedgwood DSL
- As required – create profile of students with attendance monitoring process outside normal processes for students at risk or safeguarding needs.
- As required – make timely and effective referrals to EWO

Appendix 4

Attendance Monitoring Flow Chart



Appendix 6 Initial Attendance letter – Templates set up on Arbor

FAO
Street
Street
Stoke on Trent
Staffordshire
Postcode

Date

Dear Parent/Carer Name,

We are writing to you regarding name attendance and punctuality. Name's current attendance percentage is %. The national expected attendance is 95% minimum.

Select from either

We are pleased to say that name attendance has been improving, please ensure that this continues as it will benefit name's education greatly.

As you are aware the school day starts at 9.00am and ends at 2.30 pm, if there any absences including for medical or illness reasons please contact us on 01782 212807 or by text to 07841 426832 before 9.00 am or as soon as possible and then we can keep the records updated.

or

Although name is attending school on most days, they are persistently turning up late, this can lead to an unauthorised absence mark if he later than 30 mins after the start of the school day. **School starts at 9.00am** and name needs to be onsite by that time at the very latest.

If you are encountering any problems with the journey to school that are causing lateness please speak to us on 01782 212807 and we will do our best to assist.

Please be aware that we have a legal obligation to refer your child's attendance to Education Welfare if their attendance does not improve, the consequences of this can lead to fines or even prosecution. Please speak to us on 01782 212807 with any questions, concerns or if you need assistance as we wish to work with you to help name improve their attendance and prevent

or

We have seen a pattern of absence where although name is attending, they are leaving early due to feeling unwell, we will continue monitoring this absence and encourage name to stay for the remainder of the school day and to engage, we would appreciate your support with this.

We do understand that sometimes illness is unavoidable and appreciate that name is coming in and trying to get on with the day, however, it is our duty to make you aware of the pattern we have observed and to encourage improvement in attendance.

Please be aware that we have a legal obligation to refer your child's attendance to Education Welfare if their attendance does not improve, the consequences of this can lead to fines or even prosecution. Please speak to us on 01782 212807 with any questions, concerns or if you need assistance as we wish to work with you to help name improve their attendance and prevent absence.

Or

Your child has had a number of absences due to medical/illness reasons, please be aware that we cannot authorise illness absence once attendance is below 90% see the guidelines below

- If a pupils attendance falls to 90% or below then they are classed as persistently absent under new government guidelines – DFES 2022.
- If the pupil is classed as persistently absent – known as PA then medical evidence is required in order to authorise any absences below the threshold of 90%.
- Medical evidence is any medicine, prescription that has the child's name and date on. Doctors appointment card for the session that is dated and stamped.

If absences cannot be authorised due to the lack of medical evidence this will reduce your child's percentage further.

Please be aware that we have a legal obligation to refer your child's attendance to Education Welfare if their attendance does not improve, the consequences of this can lead to fines or even prosecution. Please speak to us on 01782 212807 with any questions, concerns or if you need assistance as we wish to work with you to help **name** improve their attendance and prevent absence.

Yours Sincerely



Parent/Guardian Meeting Record		
Meeting Date/Time		
Chair		
Attendees	Name	Relationship/Appointment
Reason for Meeting		
Summary of Discussion		
Student Targets		Review Date
1		
2		
3		
Agreed Actions	Responsible	Review Date
Signed Parent		
	Signed Alpha Staff	
Signed Student		