



Attendance Policy

Version Number:

- 4

Applies To:

- APTCCO Independent Special School

Associated Documents:

- Accessibility Policy
- Admissions Policy
- Safeguarding and Child Protection Policy
- EAL Policy
- SEND Policy

Related Regulations:

- [The DfE's Children Missing Education guidance](#)
- [Keeping Children Safe in Education 2024 Gov.UK Working Together to Improve School Attendance August 2024](#)

Review Frequency:

- Annually

Date of Implementation:

- Autumn 2024

Review Date:

- Autumn 2025

Chief Executive Officer (CEO)

Date 5/12/24

Chair of Board of Trustees /Governing Board

Date 5/12/24

Contents:

1. Purpose
2. Statutory Duties
3. Aims
4. Roles and responsibilities regarding attendance
5. Attendance and Punctuality Policy

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

Under the Education Act 2002, parents are responsible for ensuring that children of compulsory school age receive full-time education at school or otherwise. Parents have a legal obligation to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under this Act.

APTCOO is responsible for recording learner attendance daily, reflecting attendance at the start of the morning session and the afternoon session; this is recorded electronically, 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.
4. To provide support, advice and guidance to Parents/carers and learners.

5. 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.
6. 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 relevant LA commissioners 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 Compliance Lead, the policy will be monitored, evaluated, and reviewed annually.

Trustees

Trustees are required to monitor 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 (unless registered as a young carer)
 - Shopping
 - Celebrating a birthday
 - Sleeping in
 - One child is ill, so all in the family are absent from school.
 - Holidays in term time will not automatically be sanctioned. However exceptional leave and family circumstances (including religious and cultural reasons) will be considered.
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- The Head Teacher will contact you if they are concerned about your child's attendance to offer any support that may be required. A referral could be made to the Local Authority if attendance continues to be a concern.
 - Local Authorities who fund placements are at liberty to use legislation to enforce attendance at school where parents do not fulfil their duty to ensure their children

attend school regularly. This could mean a parent or carer enters the Local Authority Enforcement Procedure which may lead to prosecution in the Magistrates Court.

- A parent or carer can also be issued with an Education Fixed Penalty Notice for any unauthorised absence including taking an unauthorised leave of absence in term time. For details relating to the education fixed penalty notice process please check your local authority website:
- [Nottinghamshire County Council FAQ](#)
- [Nottingham City Council School Attendance](#)
- [City of Doncaster Penalty Notices Information Guide](#)
- Remember APTCOO gives your child a wide range of opportunities and experiences to support them to develop their interest and achieve their full potential. Failure to attend school regularly will limit these opportunities.

Children Missing Education /Missing from Education (in line with KCSiE 2024)

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"> Amendments to Covid sections to reflect updated guidance
October 2023	Compliance Lead and Head Teacher	V3 Annual Review and Update	<ul style="list-style-type: none"> Clarity of admission recording process. Addition of process in relation to children missing/children missing from education (in line with KCSIE 23 updates). Inclusion of updated links to guidance.
December 2024	Compliance Lead and Head Teacher	V4 annual review and update	<ul style="list-style-type: none"> Update links to KCSIE 2024, Working Together to improve school attendance 2024 and addition of LA penalty notice weblinks.

