

Policy Issues and Updates

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Whole Document – New	1	September 2023
2 Updates to the staff collection of pupils	2	September 2024
Updates to staffing	3	September 2025

This Policy has been approved by the Senior leaders and Director.

The policy will be reviewed annually unless circumstances arise requiring an early review.

Approved: September 2025

Signature:



Planned Review Date: August 2026

PUPIL ATTENDANCE

Principles

The provision is committed to a positive policy of encouraging pupils to attend regularly and reduce absence. The school will work with parents and pupils to secure this aim and address patterns of absence. The policy recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

No part time child participating in Chances Mentoring will exceed a weekly commitment of 16 hours to prevent them from dedicating a significant portion of their time to our program. It is the responsibility of the school the child is currently on roll and named as their education provider to ensure that the child has access to a complete education beyond the scope of Chances Mentoring. In line with government guidance; Registering for Independent School.

To ensure that all pupils have access to education to which they are entitled.

One of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our provision a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community;
- Raise our pupils' awareness of the importance of good attendance and punctuality;
- Provide support, advice and guidelines to parents, pupils and staff.

To support attendance students are collected by staff in staff cars, or pool cars following the Risk Assessment and lone working policy. Where appropriate and agreed with parents, Chances Mentoring will provide and finance a taxi to collect the children. This is not a compulsory arrange but one that Chances Mentoring Provides to support students with education, any abuse of this from students or their families will result in the family providing arrangements for the child to attend school

The school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance: Keeping children safe in education 2022 - GOV.UK

Parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered daily, or a reason for non-attendance is known to the school.

The school will do all it can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Supporting pupils with medical conditions at school - GOV.UK

Children who are absent from school or missing from school for sustained periods of time must be monitored and staff must be proactive in following up absence. Safeguarding risks increase substantially for those absent from education. Staff monitoring attendance should work closely with the DSL.

Taking the Register

Pupils of compulsory school age must have their attendance registered Daily. It is the practice of the school to register all pupils.

In addition all teaching staff must check that the pupils who should attend each lesson do so.

The register must record whether the pupil is present, absent, or attending an approved educational activity or medical appointment.

An 'approved educational activity' is defined as:

- one taking place off the school premises;
- approved by a person authorised by the Head of Centre
- supervised by a person approved by the Head of Centre.
- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and
- attending an approved sporting activity:

When a pupil of compulsory school age is absent the register must be marked as an 'authorised' or 'unauthorised' absence.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with the school a parent. In such circumstances, the pupil must be collected from the reception by a parent or another authorised adult. In some cases the child can be taken home by staff on the confirmation form the Head of Centre.

Religious Observance

The school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise absence exclusively set apart for religious observance by the religious body to which the parent belongs.

Exclusions

If a pupil is excluded, this will be recorded as an Exclusion in the register. The school will follow the guidelines as laid out in the Exclusions Policy.

Reporting to Parents

There will also be a report on attendance annually in the pupil's end of year school report.

Responsibilities

Ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Head of centre will:

- ensure that strategies are in place to promote and implement the attendance policy throughout the school.

The Head of Centre will:

- oversee the attendance arrangements;
- liaise with the appropriate staff in order to monitor pupil absence;
- make regular checks on the reasons for absence;
- ensure that unaccounted for absences are followed up;
- deal with issues of inadequate registering;
- arrange appropriate training for staff;

Classroom teachers will:

- check the attendance of pupils at their lessons; and
- inform the (Head of Centre) of the names of pupils who are absent without notification.

Pupils are required to:

- attend regularly unless they are ill or have an authorised absence
- discuss with the tutor any planned absences well in advance (eg a visit to relatives abroad)

Parents are expected to:

- inform the school of their child's absence on the first day of non-attendance;
- make any request for leave of absence to the Head of Centre.