



Attendance Policy

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Author	Deputy Headteacher
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Version Control

Version	Author	Date	Changes
V 1.0	Executive Headteacher	April 2024	Reviewed
V 1.1	HR Director	13/08/2024	Updated to reformat and include version control and reference number.
V 1.2	Head of Centre (Clifton)	September 2024	Updated to reflect current practice and change of personnel. Separated primary from secondary. Updated DfE attendance code to align with changes.
V 1.3	HR Director	July 2025	Changed author to Deputy Headteacher. Combined primary and secondary policies into one, as sites merged. Changed Executive Headteacher to Deputy Headteacher.
V1.4	Executive Lead for Data, Security & Compliance	September 2025	Removal of fines.
V 1.5	HR Director	January 2026	References to Deputy Headteacher and Executive Headteacher to be read as Managing Director and Executive Leadership Team is Central Leadership Team. All policies to be updated by July 2026.

1. Aims

We are committed to meeting our obligation with regards to provision attendance through our whole-provision culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every learner has access to the education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure learners have the support in place to attend provision

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve provision attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [provision attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern provision attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [provision census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

Deputy Headteacher

The Deputy Headteacher is responsible for:

- Implementation of this policy at the provision
- Monitoring provision-level absence data
- Supporting staff with monitoring the attendance of individual learners
- Monitoring the impact of any implemented attendance strategies

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the provision

- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to learners and families

The designated senior leader responsible for attendance is:

Jo Woolley - jwoolley@tbap.co.uk

The attendance officer

The provision attendance officer is responsible for:

- Monitoring and analysing attendance data (see [Attendance Monitoring](#))
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to provision staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Executive Headteacher
- Working with education welfare officers to tackle persistent absence

The attendance officer is the designated senior leader responsible for attendance, for their relevant centre, as listed above.

Senior Leadership Team

The Senior Leadership Team are responsible for:

- Recording attendance on a daily basis, using the correct codes, and inputting this data daily by 10.15am and 1.15pm
- Taking calls from parents/ carers about absence on a day-to-day basis and recording it on the relevant system.

Parents/ Carers

Parents/carers are expected to:

- Make sure their child attends every timetables session on time
- Call the provision to report their child's absence before 9.00am on the day of the absence each subsequent day of absence), and advise when they are expected to return
- Provide the provision with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the provision day

Learners

Learners are expected to:

- Attend every timetabled session on time

4. Recording attendance

Attendance register

We will keep an attendance register, and place all learners onto this register.

We will take our attendance register at the start of the first session of each provision day and once during the second session. It will mark whether every learner is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See [Appendix I](#) for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a learner is attending an approved educational activity
- The nature of circumstances where a learner is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Learners must arrive in provision by 9.30am on each provision day.

The register for the first session will be taken at 10.00am and will be kept open until 10.15am. The register for the second session will be taken at 1.00pm and will be kept open until 1.15pm.

Unplanned absence

The learner's parent/carer must notify the provision of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the provision staff on:

Clifton Centre: 01225 704374

(see also [Attendance Monitoring](#)).

We will mark absence due to illness as authorised unless the provision has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the provision may ask the learner's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the provision is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the learner's parent/carer notifies the provision in advance of the appointment.

Parents must put the request in an email to the head of centre and this will be discussed by SLT/commissioners and a response given within two working days.

However, we encourage parents/carers to make medical and dental appointments out of provision hours where possible. Where this is not possible, the learner should be out of provision for the minimum amount of time necessary.

The learner's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to [Authorised and Unauthorised Absence](#) to find out which term-time absences the provision can authorise.

Lateness and punctuality

A learner who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Following up unexplained absence

Where any learner we expect to attend provision does not attend, or stops attending, without reason, the provision will:

- Day 1 - Call the learner's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the provision cannot reach any of the learner's emergency contacts, the provision will also email and contact the home provision.
- Day 2 - if professionals are involved with the family then they will be informed.
- Day 3 - if no communication has been received then this will be logged as a safeguarding concern and an unannounced visit can take place.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the provision will consider involving an education welfare officer

Reporting to parents/carers

The provision will regularly inform parents about their child's attendance and absence levels via half termly reports.

5. Authorised and unauthorised absence

Approval for term-time absence

Any requests for a leave of absence during term-time must be submitted to the commissioner for consideration.

6. Strategies for promoting attendance

- Attendance certificates
- Instant rewards
- Contacting parents and carers
- Sharing with professionals

7. Attendance monitoring

Monitoring attendance

The provision will:

- Monitor attendance and absence data half-termly, termly and yearly across the provision and at an individual learner level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Learner-level absence data will be collected when registered, each term and published at national and local authority level through the DfE's provision absence national statistics releases. The underlying provision-level absence data is published alongside the national statistics. The provision will compare attendance data to the national average, and share this with the Executive Headteacher.

Analysing attendance

The provision will:

- Analyse attendance and absence data regularly to identify learners or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these learners and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The provision will:

- Provide regular attendance reports to the Executive Leadership Team, commissioners and professionals to facilitate discussions with learners and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a learner misses 10% or more of provision, and severe absence is where a learner misses 50% or more of provision.

The provision will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of learners who the provision (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at provision
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by the Executive Leadership Team.

9. Links with other policies

Policies dealing with other forms of complaints include:

- Safeguarding and Child Protection Policy
- Behaviour Policy

Appendix I - DfE Attendance Codes

The following codes are taken from the DfE's guidance on provision attendance.

Code	Definition	Scenario
/	Present (am)	Learner is present at morning registration
\	Present (pm)	Learner is present at afternoon registration
L	Late arrival	Learner arrives late before register has closed

Attending a place other than the provision		
K	Attending education provision arranged by the local authority	Learner is attending a place other than a provision at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Learner is on an educational visit/trip organised or approved by the provision
P	Participating in a sporting activity	Learner is participating in a supervised sporting activity approved by the provision
W	Attending work experience	Learner is on an approved work experience placement
B	Attending any other approved educational activity	Learner is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Learner is attending a session at another setting where they are also registered

Absent - Leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Learner is undertaking employment (paid or unpaid) during provision hours, approved by the provision
M	Medical/dental appointment	Learner is at a medical or dental appointment
J1	Interview	Learner has an interview with a prospective employer/educational establishment
S	Study leave	Learner has been granted leave of absence to study for a public examination
X	Not required to be in provision	Learner of non-compulsory provision age is not required to attend
C2	Part-time timetable	Learner is not in provision due to having a part-time timetable

C	Exceptional circumstances	Learner has been granted a leave of absence due to exceptional circumstances
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Absent - Other authorised reasons		
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T	Parent travelling for occupational purposes	Learner is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Learner is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Learner is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Learner has been suspended or excluded from provision and no alternative provision has been made

Absent - unable to attend provision because of unavoidable cause		
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Q	Lack of access arrangements	Learner is unable to attend provision because the local authority has failed to make access arrangements to enable attendance at provision
Y1	Transport not available	Learner is unable to attend because provision is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Learner is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of provision premises closed	Learner is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole provision site unexpectedly closed	Every Learner absent as the provision is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Learner is unable to attend as they are: <ul style="list-style-type: none"> · In police detention · Remanded to youth detention, awaiting trial or sentencing, or · Detained under a sentence of detention
Y6	Public health guidance or law	Learner's travel to or attendance at the provision would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent - unauthorised absence		
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G	Holiday not granted by the provision	Learner is absent for the purpose of a holiday, not approved by the provision
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N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the provision isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in provision after registration closed	Learner has arrived late, after the register has closed but before the end of session

Administrative codes		
Z	Prospective Learner not on admission register	Learner has not joined provision yet but has been registered
#	Planned whole-provision closure	Whole-provision closures that are known and planned in advance, including provision holidays