



MAGNUM OPUS TRAINING

ALTERNATIVE EDUCATION

Attendance Policy

Last Review Date: September 2025

Next Review Data: September 2026

Signed: 

Mr S King

Education Director

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending our provision.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all provision leaders, staff, pupils and parents/carers
- Making sure the Education Director fulfil expectations and statutory duties, including:
 - o Making sure the provision records attendance accurately in the register, and shares the required information with the DfE, commissioning provision and local authority
 - o Making sure the provision works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of attendance across the provision's policies and ethos
- Making sure the provision's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the provision has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping provision leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with provision leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole provision and repeatedly evaluating the effectiveness of the provision's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the provision is struggling with attendance, working with provision leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - o The importance of good attendance
 - o That absence is almost always a symptom of wider issues
 - o The provision's legal requirements for keeping registers
 - o The provision's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

3.2 The Education Director

The Education Director is responsible for:

- The implementation of this policy at the provision
- Monitoring provision-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the provision's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the provision register with the local authority, including:

- o Notifying the local authority or commissioning provision when a pupil's name is added to or deleted from the provision admission register outside of standard transition times
- o Providing the local authority with the details of pupils who fail to attend provision regularly, or who have been marked with an unauthorised absence for a continuous period of 10 days
- o Providing the local authority with the details of pupils who the provision believes will miss 15 days consecutively or cumulatively because of sickness

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the provision
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

3.3 Daily Attendance

The class teachers/tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the commissioning provision / local authority.

Attendance is recorded within 10 minutes of expected arrival times and reported to the students commissioning school or whomever is responsible for monitoring the student's attendance.

It is important that all children attend our centre[s] on time, as not to delay the learning of others. Punctuality and reliability are important life skills. Students who are missing from the morning registration will be recorded as absent, and a call will be made to the commissioning school or local authority responsible for the student.

Should a student arrive late, they will be recorded late, and this will be reported to parents, the commissioning school and the county inclusion team [where appropriate] through our monitoring and reporting processes.

3.4 Absence Reporting

Absence from sessions should be notified to office@magnumopustraining.com without delay. Any absence will be reported back to the person responsible for monitoring the student's attendance.

Parents can further notify staff of a student's absence to be recorded on the provision's attendance register on 07972 870530.

3.5 Parents

Where this policy refers to a parent, it refers to the adult the provision and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every timetabled session on time
- Call the provision to report their child's absence before 9am on the day of the absence (and 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
- Seek support, where necessary, for maintaining good attendance, by contacting the Education Director on office@magnumopustraining.com

3.6 Pupils

Pupils are expected to:

- Attend provision every day expected, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each provision day [9:30am] and once during the second session [1pm]. It will mark, using the appropriate national attendance and absence codes from the Provision Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- 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 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The provision day starts at 9:30am and ends at 2:30pm

Pupils must arrive in provision by 9:30am on each provision day.

The register for the first session will be taken at 9:30am and will be kept open until 10am. The register for the second session will be taken at 1pm and will be kept open until 1:30pm.

4.2 Unplanned absence

The pupil's parent must notify the provision of the reason for the absence on the first day of an unplanned absence by 10am, or as soon as practically possible, by calling the provision on 07972870530 or via email at office@magnumopustraining.com.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the provision will ask for 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 will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the provision in advance of the appointment by calling the provision on 07972870530 or via email at office@magnumopustraining.com.

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

4.4 Lateness and punctuality

A pupil 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

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the provision cannot reach any of the pupil's emergency contacts, the provision may contact the commissioning provision or local authority.
- Should the provision be unable to confirm the student's absence, the Education Director may contact the Police.
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the provision will consider involving the wider support around the child such as the local authority or commissioning school.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance

- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

4.6 Reporting to parents

The provision will regularly inform parents (see definition of ‘parent’, as used in this policy, in section 3 above) about their child’s attendance and absence levels.

4.7 Safeguarding procedure for absence: Children Missing Education

The Children Missing Education [CME] Team is responsible for ensuring that Norfolk County Council fulfils its statutory responsibilities for identifying children missing education.

The CME Team can be contacted on 01603 307716 or via email cme@norfolk.gov.uk.

Reporting student absence

The first day calling procedure will be activated for all pupils who are not registered at the provision by the close of the register at 10am and where no reason for absence is given.

Stage 1 of Absence:

The provision will call parents / carers. If there is no contact from the pupils parents / commissioning school / local authority, a telephone call will be made home to the parent in the first instance to ascertain the reason for absence.

Stage 2 of Absence:

If no response can be gained, the student’s named emergency contact will be telephoned.

Stage 3 of Absence:

If the provision cannot contact a parent or emergency contact and are concerned about the safety and welfare of a student, the provision will contact the commissioning school / local authority responsible for the student. Where the provision is unable to contact the commissioning school / local authority, the provision will contact the police to carry out a home visit for the missing student.

Student leaving site

If a student leaves the provision site without permission the provision will call home & the commissioning school / placement. If the provision is unable to notify a parent / carer, the provision will contact the police to report the absence and notify the commissioning provision / local authority.

Wider support

The provision will also inform a pupil’s social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. The provision will also inform a pupil’s social worker and/or youth offending team worker if their name is to be deleted from the provision register.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Education Director will allow pupils to be absent from the provision site for certain educational activities, or to attend other provisions or settings.

The Education Director will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Education Director's discretion, including the length of time the pupil is authorised to be absent for.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The provision considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the date of the absence and in accordance with any leave of absence request. Absence requests should be made to the Education Director at office@magnumopustraining.com

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the provision will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the provision, but it is not known whether the pupil is attending educational provision

Other reasons the provision may allow a pupil to be absent from the provision site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the provision
- Attending another provision at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend provision, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the provision premises are closed

6. Children Missing Education

Definition

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

Pupils missing from education are children who are on a school roll but due to their circumstances, they are not accessing a suitable, full-time education.

All children, regardless of their circumstances, are entitled to an education suitable to their age, ability, aptitude, and any special educational needs they may have. Children missing, or at risk of missing, education are vulnerable to academic underachievement and risk being out of education, employment or training (NEET) in later life. They may also be at risk of abuse and exploitation.

Local authorities' responsibilities for children missing education apply to all children of compulsory school age. Children are of compulsory school age from the first full term after the child reaches their fifth birthday or until the last Friday in June in the school year that they reach sixteen.

A Parent is defined in Section 576, Education Act 1996 as:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who has care of a child (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of their relationship).

Children Missing Education (CME) are at significant risk of:

- Underachieving
- Being victims of abuse
- Becoming NEET (not in employment, education or training)
- Becoming victims of child exploitation

Children at particular risk of missing education

There are many circumstances where a child may become missing from education, so it is vital that the Children Missing Education team are made aware of any child without delay.

Although not exhaustive, the list below presents some of the circumstances:

- Failure to start school at age 5 and hence never entering the system
- Pupils at risk of harm/neglect
- Illegal exclusion from school
- Withdrawal from school by a parent
- Failure to return after school holiday or period of illness
- Children of Gypsy, Roma and Traveller (GRT) families
- Children of Service Personnel
- Missing children and runaways

- Children and young people by the Youth Justice Service
- Children who cease to attend school
- Children of new migrant families

Partner Agencies

Magnum Opus Training supports the statutory guidance which clearly states that where any professional identifies a child who is not in education or where there is a doubt that a child is attending school then the Children Missing Education (CME) protocol should be followed.

Working Together is clear that: *“Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.”*

Further information is available on the NCC website at: [Children missing education - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/children-missing-education-schools)

7. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil 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	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <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	Pupil's travel to or attendance at the school 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		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
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 school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

