



## Attendance Policy

### Review Schedule:

This policy will be reviewed annually, and it may be updated sooner if necessary.

### Staff Acknowledgment:

All staff will read, understand, and sign this policy yearly and whenever changes are made.

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### Document Control:

- **Date Updated:** 11/04/2026
- **Next Review Date:** 11/04/2027
- **Approval:** Gemma Robertson

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### Change History

Date	Description of change	Signed

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### **1. Purpose**

The purpose of this policy is to promote regular attendance and ensure that all students at Alternative Acres can benefit fully from their education. Regular attendance is crucial for students' academic success and overall well-being.

### **2. Scope**

This policy applies to all students enrolled at Alternative Acres. All staff, students, and parents/carers are expected to adhere to the guidelines outlined in this policy to promote a culture of attendance and engagement.

### **3. Policy Statement**

Alternative Acres is committed to:

- Encouraging regular attendance and punctuality among all students.
- Identifying and addressing any barriers to attendance.
- Working collaboratively with students and families to support attendance improvement.

### **4. Attendance Procedures**

- **Registration:** Attendance will be recorded daily, with registers taken at the start of each session, morning and afternoon.
- **Monitoring:** Staff will monitor attendance patterns and follow up on any unexplained absences.



- **Interventions:** Appropriate interventions will be implemented for students with persistent absenteeism, including communication with parents and tailored support plans.

## 5. Responsibilities

- **Staff:** All staff are responsible for maintaining accurate attendance records and addressing attendance issues promptly.
- **Students:** Students are expected to attend school regularly, arrive on time, and communicate any issues that may affect their attendance.
- **Parents/Carers:** Parents and carers play a vital role in ensuring their children attend school regularly and must notify the school of any absences.

## 6. Absence Reporting

Parents/carers must report absences to the provision as soon as possible. They can do this by:

- Calling the provision and providing the reason for the absence.
- Sending an email to the designated staff member.

## 7. Monitoring Attendance

Attendance records will be reviewed regularly to identify any patterns or concerns. The school will:

- Analyse attendance data to identify students at risk of persistent absenteeism.
- Implement support strategies for identified students.
- Report attendance statistics to relevant stakeholders as required.

## 8. Procedure for Unexplained Absence

### Day 1 – First Response:

- Attendance is recorded at the start of each session.
- Any absence is immediately followed up with a phone call or text to the child's parents or carers.
- If there is no contact, additional attempts will be made later in the day.

### Day 2-3 – Continued Absence:



- Further attempts to contact parents/carers are made via all available methods.
- If necessary, a home visit (if safe and appropriate) or a request for a welfare check will be considered.
- The DSL is informed and initiates a risk assessment.

#### **Day 5 – Escalation:**

- With continuing absence and no confirmed whereabouts, the case is escalated.
- The DSL contacts the Local Authority and any referring school or agency.
- Safeguarding procedures are activated, including, if appropriate, a referral to social care or the police.

#### **Day 10 – Formal CME Referral:**

- A formal referral is made to the Local Authority's CME team.
- Alternative Acres continues to cooperate fully with any investigations and maintains detailed records.

### **9. Legislation and Guidance**

This policy is informed by relevant legislation and guidance, including:

- Education Act 1996
- Keeping Children Safe in Education (Gov.UK Sept 2023)
- DfE guidance on school attendance

### **10. Additional Resources**

For further support and information, parents and students can access resources from:

- Local Education Authority
  - Attendance Improvement Services
  - Family Support Services
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At Alternative Acres, we value the importance of attendance in ensuring that all students have the opportunity to thrive academically and socially. We are dedicated to supporting our students and families in achieving optimal attendance.