

ATTENDANCE POLICY

September 2025

Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.2025.

It is due for review on 01.09.2026 (up to 12 months from the above date).

Signature (CEO): 

Date: 01.09.2025

Signature (COO): 

Date: 01.09.2025

Version Control

Version	Date	Changes
V1	04.09.2023	Original document
V2	01.09.2024	Terminology and layout update
V3	01.09.2025	Layout update

1. Introduction

For Edit Education students to gain the greatest benefit from their education it is vital that they attend regularly.

It is therefore very important that each student attends regularly as has been agreed with staff, student, host school and parent/carer.

2. Why Regular Attendance is so Important

Learning – Any absence affects the pattern of a student's education and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines and so may affect the learning of others in the same class. It is the legal responsibility of parents/carers to ensure that their child attends regularly and does not permit absence without good cause.

Safeguarding – A student may be at risk of harm if they do not attend regularly.

Safeguarding the interests of each student is everyone's responsibility, as is promoting their welfare and life opportunities.

3. Promoting Regular Attendance

Helping to create a pattern, and expectation, of regular attendance is everybody's responsibility – host school, parents/carers, students and all members of staff.

To help with this we will:

- Agree individual attendance target around each student's individual needs.

This could be an initial period of home tuition, an agreed short-term induction or integration timetable or 'full time' attendance in the provision.

- Support each student to achieve their targets.
- Reward good or improving attendance through certificates and rewards.
- Report to parents/carers through half termly reports and reviews.
- Maintain daily contact in any period of absence.

4. The Law Relating to Attendance

Section 7 of the Education Act 1996 states that 'The parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable a/ to age, ability and aptitude and b/ to any special educational needs he/she may have - either by regular attendance at school or otherwise.'

5. The Law Relating to Safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

6. Understanding Types of Absence

Every half day absent from the provision must be classified by the provision and host school (not the parents) as either Authorised or Unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from the provision for a valid reason such as illness, hospital appointments which unavoidably fall in provision time and emergencies.

NB: If a medical appointment with a GP or a dental appointment has to be taken in provision time we expect your child to attend before or after the appointment as normal.

Unauthorised absences include:

- Parents/ carers keeping children off the provision unnecessarily
- Absences which are not properly explained
- Shopping, looking after other children, parents/carers birthdays or student birthdays
- Day trips and holidays in term time which have not been agreed

Any child may be off the provision because they are ill but sometimes they can just be reluctant to attend for a wide variety of reasons. Any problems over attendance should be discussed with the student, their pastoral lead or keyworker and parents/carers. It is never better to cover up absence or give in to pressure to excuse your child from attending as this will generally only make matters worse.

7. Absence Procedures

If your child is absent, you must:

- Contact us as soon as possible on the first day of absence. This can be by a telephone call from the parent/carer.
- Maintain daily contact for the period of the absence unless agreed otherwise.
- Where absence is for a hospital appointment prior evidence of the letter is required.
- Where absence is for a medical appointment with a GP or a dental appointment prior evidence of an appointment card is required.
- Call in to the provision and speak to one of the pastoral staff members.
- For online learning students please contact the provision as soon as possible if your child is unable to access the lesson. This avoids teachers having to make unnecessary journeys and be able to use their time elsewhere.

If your child is absent, we will:

- Telephone/contact the parent/carer on the first day of absence, and subsequent days. Notify host school of absence.
- 2nd day, and subsequent days, of absence we will contact the parent/carer. If no communication, we will copy in the host organisation's DSL.
- Endeavour to provide additional support to improve attendance, being mindful of any difficulties and problems.
- If your child's absence becomes a cause for concern, you will be contacted by your child's keyworker to discuss this further, this will take the form of a phone call, letter home, home visit or an invitation to a meeting in the provision, to which the host school will be invited to attend.
- Provide evidence for the host school if required by the Attendance and Prosecution Service if the matter cannot be resolved.
- In extreme cases your child's place may be withdrawn when support and strategies have been exhausted.

8. On Return to the Provision:

Following any absence from provision the parent/carer is requested to notify the provision in writing of the reason for the absence. The COO will only consider authorising any absence upon receipt of written notification – any absences will therefore remain unauthorised until that time. Staff will further support the student to ensure full attendance is maintained.

NB: If your child has been in hospital a discharge letter from the hospital could be provided.

9. Lateness

The provision day starts at 9.00 am and all students should be in by this time.

Registers close at 10.00am and if a student arrives between these times they will receive a late mark, unless a special arrangement has been made. After 10.30am a student will receive a mark that shows them to be on the site but it will not count as a present mark. Special arrangements in individual cases may be put in place.

10. Requesting a Leave of Absence

Any request for a leave of absence must be made to the student's host school.

11. Recording and Reporting

We constantly monitor absence and attendance to show us areas of concern and where improvements need to be made. This is done on a weekly basis for each student as well as a more in-depth analysis every half term. Students could be put onto Attendance Watch (attendance less than 80%) if the provision feels the student needs further support to improve or maintain their attendance to gain a full learning experience within the provision environment. We have a duty to report our data on attendance to the Board of Directors each term. More detail about how we share attendance data can be found in the Edit Education Data Map.

Register Codes.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence

P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. student attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age students	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	Provision closed to students	Not counted in possible attendances