TRIDENT ALTERNATIVE PROVISION

Attendance Policy

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Approved by	Gurdial Singh - Proprietor	July 2025
Review date		July 2026
Version		3

Policy Statement

At Trident Alternative Provision, our mission is to **build firm foundations for the future**. We will: **nurture** the pupils in our care - addressing the social, emotional, and learning needs of individual pupils by providing the necessary help to remove the barriers to learning; **build** on their existing knowledge, skills, and state of personal development; **release** them into the world ready for their next stage of education and for adult life.

Regular attendance is a pre-requisite to fulfilling this aim. Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves them vulnerable to falling behind. Those with poor attendance tend to achieve less.

Legal Framework

- This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Sharing daily pupil attendance data'
- This policy operates in conjunction with the following school policies:
- Complaints Procedures Policy
- Children Missing from Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

Our Aims

- Trident Alternative Provision is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.
- It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage excellent attendance for all our pupils.
- Our school will give a high priority to conveying to parents, carers, and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a

need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

- If there are problems which affect a pupil's attendance we will investigate, identify, and work in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at the pupil resuming full attendance and consistent punctuality.

Principles

Trident Alternative Provision will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and associated education law,
- complete registers accurately at the beginning of each morning and during the afternoon session, using the relevant absence and attendance codes outlined in the "Working Together To Improve Attendance" – see appendix 1
- stress to parents/carers the importance of contacting staff early on the first day of absence,
- display attendance rates around the school and reward good and improved attendance of all pupils,
- promote positive staff attitudes and support to pupils returning after absence,
- consult with all members of the school community in developing and maintaining the whole-school attendance policy,
- ensure regular evaluation of attendance procedures by senior managers and the school governors,
- work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed,
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members, consider remote learning opportunities where necessary,
- take responsibility for Children not Receiving Education (CNRE), so that school are in regular contact with the pupil and parent, ensuring the pupils safety, working together so that the pupil can resume full time education, monitor, and regularly review those pupils subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full time attendance at school.

Procedures

If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will:

- follow 'first day contact' procedures and contact the parent/carer by telephone/text message, or if the parent is unavailable send a standard email requesting information regarding the pupil's absence,
- Attendance follow ups via telephone and email will continue on each school day the student is absent for
- If there has been no response or contact with the parent following 3 days of absence, a home visit will be conducted by a member of the senior leadership or attendance team
    - An email will be sent to the parent / carer to inform them of the date and time of this planned visit
    - The visit will aim to discuss absence and barriers to the student attending
    - If there is no answer at the home visit, staff will post a slip stating we attempted to visit, and take note of any signs of living at the house (cars on drive, open blinds, post on doorstep etc),
- After 4 days of unexplained absence and a failed home visit, a letter will be sent to the registered address of the pupil via recorded delivery to identify whether there are people at the residence,

- the attendance officer will contact the local authority's Education Welfare Officer and EHCP coordinator to follow up absence if no response is received after 5 days of absence and refer to the family social worker if there are additional concerns regarding the family and no contact can be made with the parent,
- The process as outlined above in days 1 – 4 will be repeated until contact with the parent / carer is made, or there is an outcome from the referral to LA,
- where there are safeguarding or similar concerns regarding the pupil/family additional services should be contacted immediately if the school is unable to contact the family. (e.g., social care, strengthening families)
- invite the parents/carer into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence unless other action is planned. This meeting should include a senior member of staff, parent, pupil, and the local authority's Education Welfare Officer. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance,
- support the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then a 'Reintegration Plan' can be implemented. The plan should include all members of the school staff and will be designed to be as supportive of the pupils needs as possible
- provide Early Help advice and support to the family, undertaking an Early Help Assessment if appropriate and make a referral to Strengthening Families if it is felt the family would benefit from additional support.

To ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

Performance

When evaluating success, the school will consider the impact of the work on school attendance by whether or not:

- Overall and Individual attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parent/carer response to absence has improved
- Re-integration plans, where implemented, have been successful
- There are specific key groups where a targeted approach is appropriate to raise attendance, e.g., children in receipt of pupil premium.
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- Attendance issues have been included as topics in Personal and Social Education (PHSE) lessons, or as a theme for any other lessons

Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data & comparing it against both the local and national average and considering the performance of key groups in comparison to the national data for that particular group.
- Ensuring prompt follow-up action in cases of non-school attendance

- Liaising closely with the school's local authority's Education Welfare Officer, if appropriate
- Recording (and retaining) carefully, all telephone messages/email or contact from parents
- A signed copy of any correspondence to parents is retained by the school
- A referral is made to AST (the Attendance Support Team) for intervention using the electronic ASTR form

Marking the Register

- The register is a legal document which can be maintained in paper or electronic format. Registers, attendance & absence codes must be recorded accurately, and any paper copies must be marked in ink. The register, or content recorded within it, may be requested in a Court of law as evidence in a prosecution for non-attendance. It may also contribute data to pupils' end-of-term reports, to records of achievement, and to leavers' references.
- No pupil will be marked present unless present in the room when the register is taken or unless he or she has been given permission to be absent by the registering teacher.
- Spaces must not be left in the register.
- The register will be closed 30 minutes after the beginning of the morning session.
- Pupils must not mark the register under any circumstances.
- Attendance data from registers should be monitored appropriately.
- The decision to authorise an absence should be made within a maximum of ten school days from the date of the absence. If no reason has been provided during this time the absence should be recorded as unauthorised.

At Trident Alternative Provision we will keep an electronic register. We will take the attendance register at the start of the first session of each school day and once during the second session. On each occasion we will record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19)
- This will be done using the absence and attendance codes outlined in the DfE's "School attendance - Guidance for maintained schools, academies, independent schools and local authorities" – see appendix 1

We will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic
- register, or management information system which is used to download data to the School Census.

The attendance register will be backed up every month either electronically or printed out in hard copy.

Roles and responsibilities

The Proprietor has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.

- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil's name being deleted from the admission register unless exceptions apply.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Appendix 1:

REVISED CODES	
Present at school codes	
Present - AM	/

Present- PM	****
Late arrival before the register is closed	**L**
Present at an Approved Off-Site Educational Activity Codes	
Attending education provision arranged by the local authority	**K**
Attending an educational visit or trip	**V**
Participating in a supervised sporting activity	**P**
Attending Work experience	**W**
Attending any other approved educational activity	**B**
Absent - leave of Absence	
Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	**C1**
Leave of absence for the purpose of attending a medical or dental appointment	**M**
Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	**J1**
Leave of absence for the purpose of studying for a public examination	**S**
Non-compulsory school age pupil not required to attend school	**X**
Leave of absence for a compulsory school age pupil subject to a part-time timetable	**C2**

Dual registered at another school	**D**
Leave of absence for exceptional circumstance	**C**
Absent - Other Authorised Reasons	
Parent travelling for occupational purposes	**T**
Religious observance	**R**
Illness (not medical or dental appointment)	**I**
Suspended or permanently excluded	**E**
Absent - unable to attend school because of unavoidable cause	
Unable to attend the school because of a lack of access arrangements	**Q**
Unable to attend due to transport normally provided not being available	**Y1**
Unable to attend due to widespread disruption to travel	**Y2**
Unable to attend due to part of the school premises being closed	**Y3**
Unable to attend due to the whole school site being unexpectedly closed	**Y4**
Unable to attend as pupil is in criminal justice detention	**Y5**
Unable to attend in accordance with public health guidance or law	**Y6**

Unable to attend because of any other unavoidable cause	**Y7**
Absent - unauthorised absence	
Holiday not granted by the school	**G**
Reason for absence not yet established	**N**
Absent in other or unknown circumstances	**O**
Arrived in school after registration closed	**U**
Administrative codes	
Prospective pupil not on admission register	**Z**
Planned whole school closure	**#**
Refer to pages 77 - 92 of this document for details	

Standard Email Template (Attendance Follow Up)
"Good morning / afternoon (name of parent / carer),

I have attempted to call regarding (name of student's) absence from school today. Please could you provide the reason for their absence, so that this can be recorded on the register.

As a reminder, it is the responsibility of parents and carers to inform school at the earliest convenience if their child will be absent from school.

If you would like to discuss this further, please get in contact with the school.

Kind Regards,

(Name and role of person sending)"

Home Visit Slip Template

F.A.O. Parents / Carers of: .....

Today (.....) staff at Trident Alternative Provision have attempted to visit ..... at this address, due to their persistent unexplained absence from school. Please can you get in touch with the school office to discuss their absence from school, and prevent further action being taken.

We appreciate your cooperation in this matter.
0121 778 3166 / 07979 102914

Template for Attendance Letter

Trident Alternative Provision
58 Lincoln Road
Solihull
Olton
B27 6NX

0121 778 3166 / 07979 102914
insert date of writing

Dear parent / carer,

I am writing to you regarding *insert name of child* persistent unexplained absence from school, beginning on *insert date*.

During this period, staff have made multiple attempts to contact you via telephone, email and visits to your registered address. As there has been no contact or explanation for *insert name of child* absence, we will be escalating this to the local authority and EHCP officer, as per our policy.

To prevent further action, please get in contact with the school to discuss the absence for your child, and steps we can take to encourage reintegration back into learning.

Kind Regards

Pav Kaur
Head Teacher
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