


# Attendance Policy

Falcons Learning NL Ltd



Approved by:	Stephen Wash	Date:	18/12/2025
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Reviewed By:	Stephen Wash		
Signature			
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REVIEW EVERY 3 YEARS	REVIEW EVERY 2 YEARS	REVIEW YEARLY	

Review Panel	
Director	Stephen Wash Joanna wash
Principal	Stephen Wash
Pathway Managers	
Student Council	
External Input	

Change History			
Version	Date	Change Agent	Details of Change
1.0	03/11/2021	Stephen Wash	Initial issue
1.1	02/01/2024	Stephen Wash	Change of school times
1.2	18/12/2025	Georgia Spencer	Changes to reflect changes in role.

# Attendance Policy

## Policy Statement

Good attendance and punctuality are vital if pupils are to achieve their maximum potential. Falcons Learning is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their time with us.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parent/carers.

## Aims of the Policy

- Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality
- Ensuring parent/carers and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- Ensuring all teaching staff, non-teaching staff and volunteers understand the procedures
- The commitment to allocate resources to support the policy
- Addressing attendance and inclusion issues in the curriculum
- To recognise and reward pupils who achieve attendance and punctuality targets throughout the academic year

## The Law

### **The 1996 Education Act requires that:**

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise
- The Local Authority must provide school places to parents who wish their children to be educated at school
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session
- The school must report to the Local Authority pupils are absent for more than ten days without explanation
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law

## Partnership

### **What the school expects of our pupils**

- That pupils attend regularly, on time and ready to learn
- To report to the office should they arrive after registration time
- To tell a member of staff if there is any problem which may prevent them from attending school

#### **What the school expects of parents/carers**

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the first day their child is absent for any reason
- To arrange medical and dental appointments out of school times wherever possible, and to restrict that absence to a minimum if unavoidable
- To arrange holidays out of school time. Further guidance is offered under the section ***Term time requests for Exceptional Leave*** later in this policy
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To provide a note, signed by the parent/carer, when the child returns to school explaining the reason for absence. This will be filed and may be produced if requested by the Local Authority

#### **What parents/carers and pupils can expect from the school**

- A broad, balanced education that is dependent on regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of attendance
- First day contact with parents/carers when absence is unexplained
- Prompt action when a problem has been identified
- Liaison with officers from the Local Authority to assist and support families where needed
- Regular communication with parents/carers

#### **Procedures**

Registers are a legal document; care must be taken to ensure registers are marked accurately. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

#### **Registration**

- Learner's attendance will be registered when they arrive, normally between 09:00 and 09:30 am
- Registers are held in the main office. The person responsible for these is Jonathan Badman.
- Known absences, patterns in absence and trends will be discussed in the morning Flash meeting
- Consistent missing of transport and other attendance problems will be highlighted to the relevant authority for investigation

### **Responding to absence – criteria for requesting support from the Multi Agency Support Team (MAST)**

- Home/school contact has not prompted an improvement in attendance
- Poor overall attendance (e.g. below 90%) and no mitigating circumstances or acceptable reasons for absence provided to Falcons Learning
- If attendance continues to give cause for concern strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include meetings in school with other professionals if deemed appropriate
- When a pupil has not attended for 10 school days the school has a statutory responsibility to inform the Local Authority.

### **Children Missing from Education**

Jonathan Badman is the nominated member of school staff to liaise with the Local Authority's Children Missing from Education Team. Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures (**See policy *Children Missing from Education***)

### **Children in Public Care**

Jonathan Badman is the co-ordinator who liaises with the Local Authority's Looked After Children team.

### **Awards and Rewards**

- Improved attendance is recognised and rewarded.
- Termly certificates will be awarded to pupils with 100% attendance.

### **Internal Truancy**

- Students absent from lessons but in school will be recorded on registers on Arbor as C1 (absent for a regulated performance or Employment Abroad).
- Arbor Champion will prepare a weekly report on all students marked C1 and share with SLT.
- SLT to monitor and look for patterns in attendance. Further action to be taken including (but not limited to):
  - Intervention with student;
  - Discussion with staff
  - Phone calls home
  - Meetings with parents and other agencies
- All actions to be logged

### **Partnership with parents/carers**

It is vital that parents/carers are involved in promoting good attendance and punctuality

- Regular attendance information is given to parents/carers
- Parents/carers are encouraged to contact school to discuss any issues impacting on their child's attendance or punctuality.
- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.

## **Roles and Responsibilities**

### **Principal**

#### **Stephen Wash**

- Has overall responsibility for attendance within the school
- Provides advice and support to school staff regarding attendance and punctuality issues
- Liaises with the officers of the Local Authority and other agencies to implement attendance strategies
- Works with other schools and agencies to promote attendance and punctuality within the Virtual School cluster
- Has responsibility for monitoring the attendance progress of Looked After Children
- Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education

### **Teachers and Trainers**

- Make the office aware of any unexpected absences from lessons / sessions
- Forward any notes received or other communicate to the office for the attention of the Inclusion Manager
- Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a learner
- Promote good attendance and punctuality within the classroom and the school
- Set a consistent good example to learners regarding punctuality and attendance

### **Attendance Officer Georgia Spencer**

- Maintains an overview of attendance and manages the day-to-day implementation of attendance plans and strategies
- Liaises with the Principal to produce and evaluate attendance statistics
- Works with other schools and agencies to promote attendance and punctuality within the Virtual School cluster
- Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2001.
- Provide reports to the Principal, Staff, representatives of other stakeholder agencies<sup>1</sup> and Local Authority officers as requested
- Provide relevant information to Local Authority officers contacting families regarding attendance and punctuality
- When a student falls below 90% attendance the attendance officer will call a Team Around the Child meeting within five working days to develop an action plan to address the attendance issues. This will be reported to senior leaders meeting by the Attendance officer.

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<sup>1</sup> Stakeholder agencies refers to inclusion team, referring schools, EWOs and Social Services and other similar organisations

### **Authorising Absence**

#### **Only the Principal may authorise absence.**

- Even when a parent/carer provides an explanation of absence the Principal will decide whether to accept the explanation and authorise the absence.
- The school will clearly set out obligations for parents/carers regarding attendance and punctuality

#### **Absence may be authorised if:**

- The pupil is too ill to attend school
- The pupil is prevented from attending by an unavoidable cause
- The pupil is absent on a day set aside for religious observance by the religious body to which the pupil's parent/carer belongs
- No suitable arrangements have been made for transport by the Local Authority.
- The pupil is the child of Traveller parents who temporarily leave the area giving reasonable indication of their intention to return
- There is a close family bereavement
- The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence
- Leave of absence is granted by the Principal under exceptional circumstances

#### **Absence should not be authorised if:**

- No explanation is offered by the parent/carer
- The school is not satisfied with an explanation offered
- The pupil is staying home to look after parents, siblings or the home
- The pupil is absent on special occasions e.g. birthday
- The pupil is absent on exceptional term time leave for longer than agreed by the Principal
- The pupil is absent on holiday without agreement under the exceptional leave guidance
- The pupil is absent unnecessarily e.g. taken shopping, for a haircut

### **Requests for term time exceptional leave**

Parents/carers wishing to take a pupil out of school for a holiday should be actively discouraged. Any leave during term time can only be authorised by the Principal under *exceptional circumstances*.

If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Principal for consideration no less than 20 days prior to the requested leave begins.

Falcons Learning will pass on the details of this **request to the learner's main provider.**

Falcons Learning will inform parent/carers in writing, within 10 days, whether the leave has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

If an unauthorised holiday is taken the learner's main provider will be notified. It would be the decision of the Head Teacher at the main provider to request the Local Authority to issue a Penalty Notice and inform the school of the outcome.

It is essential that the Local Authority, the main provider, stakeholder agencies, and Falcons Learning be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Penalty Notice.

### **Declaration**

This policy and procedure has been drawn up in line with current DfE requirements for attendance and registration.

It takes into consideration the guidelines of the Local Authority

This policy will be reviewed biannually, or more frequently in line with changes in legislation.