

THE ALTERNATIVE SCHOOL GROUP LTD

Attendance Policy



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Applicable to: ALL staff working for TAS

Introduction:

When it comes to school attendance, **Every Single Day Matters.**

The Attendance Policy is one of the most critical policies within TAS, underpinning our entire approach to safeguarding and pupils' wellbeing. Every member of staff is expected to understand, support and uphold this policy with full commitment.

At TAS, we are committed to encouraging and supporting excellent attendance from all our pupils, by offering an environment in which pupils feel safe, valued and part of the school community. All pupils receive a personalised IEP and timetable which ensures that they have access to an education programme. No pupil is exempt from this.

This may mean that for some pupils we need to start very small, from a starting point that our pupils are happy with, encouraging our pupils to reach 100% straight away of their personalised timetable. It is important that the pupil is on board from the outset and this is achieved at the initial induction with the headteacher meeting with the pupil, parent/carer and virtual head if a looked after child and agreeing the IEP and the timetable.

Regular school attendance is essential if young people are to make the most of the educational and extra-curricular opportunities available to them at TAS. Irregular attendance disrupts continuity of learning, undermines educational progress, leads to underachievement and low attainment but is also a safeguarding concern.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Monitoring school attendance.
- Reducing absence, including persistent and severe absence.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Promote and support punctuality in attending lessons.
- Reviewing timetables at the end of every half term.
- Review meetings with pupils, parents and agencies at the end of every half term.
- Attendance Champion – supporting Campus Leadership Team (CLT) to identify attendance issues and supporting with action plans.
- Weekly attendance meetings with the whole school safeguarding lead, executive headteacher and attendance champion.
- **Listening to the voice of the child**

- **Starting from a realistic starting point and gradually working towards a full-time offer and transition**

This policy meets the requirements of the [Working Together to Improve School Attendance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Working Together to Improve School Attendance (DfE, August 2024 update)
- Part 6 of The Education Act 1996; 1999; 2002; 2004; 2010 and 2014 amendments
- Part 3 of The Education Act 2002 and 2003 amendments
- Part 7 of The Education and Inspections Act 2006; 2007; 2009 and 2010 amendments
- The Education (Pupil Registration) (England) Regulations 2006; 2010; 2011; 2013 2016; 2023 and 2024 amendments.
- The Education (Penalty Notices) (England) Amendment Regulations 2013 and 2024 amendments.
- Keeping Children Safe In Education (KSCIE) (current and checked annually)
- Local Authority guidelines from Lancashire County Council (LCC), Blackpool and North Yorkshire County Council (NYCC)

It also refers to:

- Mental health issues affecting a pupil's attendance: guidance for schools.
- The Children's Act 1989 and 2004

We maintain and report attendance registers in line with these requirements, ensuring accuracy, security and transparency.

TAS constantly monitors pupils' attendance and aims for 100% attendance each and every week. (Pupils are encouraged to stay beyond their timetabled hours, take part in additional activities organised by school, work experience, but also activities outside of school too, subject to risk assessments).

TAS monitors 2 types of attendance:

- 1) Attendance of the personalised timetable, and this is measured in % for the week. Each day attended as per the personalised timetable, counts as 20%. If a pupil attends all of their personalised timetabled hours, this is to be celebrated and they have achieved 100%. If a pupil attends 3 days out of the 5, they achieve 60%. **ALL** pupils must be timetabled for 5 days education and this links into our safeguarding ethos. Whilst pupils at TAS have personalised timetables and could start with

coming into school for 3 days, the timetables must show the full 5 day explaining what the pupil will be doing on the other two days, as we are legally responsible for 5 days of education.

- 2) Attendance in the legal form, and this is measured in two sessions as per DfE guidance, by a morning, afternoon or full day attendance. This is how mainstream education measures attendance, as a normal school day operates between 9 am – 3.00 pm. All children in mainstream school are expected to attend a full day which is shown by a / \ mark, marking the two sessions each day.
- 3) A morning would mean /, an afternoon would mean \. To gain 100% in mainstream, a pupil would need to attend both the morning and afternoon. This attendance is difficult for TAS to use when comparing against other schools, especially when our pupils all attend a personalised timetable, however it is a legal requirement set by the DfE and is a requirement by the local authorities and the referring schools.
- 4) In TAS, pupils who attend 8.30 am to 12.30 pm, will receive a mark for two sessions and will be marked as /\
- 5) In TAS, pupils who attend 1.00 pm and after, will receive a mark for one session and will be marked as \
- 6) In TAS all pupils are encouraged to reach 30 hours of education per week. Points 4 and 5 can only be used as a measure to engage pupils and we should be aiming for a full day for all our pupils. Small steps and engagement must be reviewed at each half term review.

When reporting attendance to local authorities and schools, please ensure you are reporting both forms of attendance with additional notes. Attendance should be documented as both in all reports/reviews and a clear comparison made.

It is the intention for all pupils to start with a personalised timetable and be aiming for 30 hours a week and transition into the next step.

Absences:

The only valid reasons for absence are:

- Genuine illness/injury (not minor ailments)
- A family emergency
- Religious observance – as agreed by the school.

Family holidays are not permitted to be taken during term time. Medical appointments must be taken out of school time but, where this is not possible, pupils should attend

school before or after the appointment, and proof of the appointment is required – this must be shown to the headteacher. **Medical appointments should not normally take all day.**

For CLA, holidays can only be authorised and requested by the virtual school headteacher for that local authority who must put the request in writing to the headteacher of the TAS school the pupil attends and the social worker as the legal guardian. However, we would strongly insist that holidays are not taken within term time. TAS will not authorise these holidays. Any time off school, more than 1 day at a time must be reported to the social worker.

Pupils attending TAS are expected to arrive on time to their allocated session as given to them on their timetable. Pupils who arrive up to 10 minutes late will be allowed straight into class with a mark, providing that they have notified their teacher in advance with a valid reason. If pupils arrive after the first 10 minutes, but within the first half of an hour, they will be allocated a late mark and allowed into class. Once the register has closed, (after the first 30 minutes), any pupil arriving at this stage will receive an unauthorised code U: arrived in school after registers closed and an explanation sought from parents or guardians. DfE guidance must be followed with the correct codes, and why TAS attendance is reported alongside the guidance aligning with the pupils personalised timetable.

Arrival Process:

- Pupils will be greeted as per our meet and greet policy outside of school. Two members of staff in hi-vis will meet and escort pupils into school.
- Pupils will then go to the office and be met by the School Business Manager and asked to sign in on the school register, adding their own name, signature and time of arrival. (It is very important that we teach pupils to sign in themselves as this is the only proof/true record that we have that they have attended school at that day and time and this not being done has been raised in a previous police investigation.)
- Each pupil will receive a school lanyard stating name and pupil ID (Allocated TAS number linked to the admissions register.)
- The School Business Manager immediately updates both the TAS Attendance Tracker on Dropbox and the Behaviour Watch register.
- Daily completed sign in sheets are scanned and uploaded to Dropbox at the end of each day, for internal access and safeguarding audit trails.
- In the event of a fire alarm the School Business Manager will be responsible for taking the sign in sheets to ensure an accurate roll call.

Note: It is the responsibility of the School Business Manager (SBM) to oversee pupil attendance, follow policy and inform the headteacher of any absences.

At TAS we have a first day of absence contact policy and if a parent/carer knows that their child will be absent (or late) they should contact the School's Business Manager between 8.30 am - 9.00am to report the absence or late arrival on:- **01282 851800 and select the relevant number.**

Non Arrivals:

- Non arrival of a pupil within the first 10 minutes of their scheduled timetable, the school business manager will make a telephone call to the parent/carer.
- If no contact after first attempt, the SBM must call an additional 2 times.
- Following three attempts via a phone call, a standard text must be sent – as follows:
“Dear Parent,
Please contact school immediately as we are worried about the safety of your child. We have tried to contact you and have not been able to get in touch. If we do not hear from you within the next 2 hours, this will trigger an emergency home visit.
- Inform the lead DSL and your headteacher on campus that there has been no contact and that a home visit **MUST** be done that day.
- If no contact is made, a same day home visit is triggered.
- If still no contact following phone calls, text and home visit you must message the parent/carer asking for a WhatsApp call, with the pupil on the call too, giving a reason for the absence and expected return to school.
- All attempts and contacts made must be logged on behaviour watch.
- If a parent/carer informs you that the absence is due to illness, you must be informed of what the illness is, and the reason added to the contact log to enable TAS to identify any patterns or areas of concern.

NOTE: A lack of contact with either pupil/parent/carer for more than 24 hours is considered a SAFEGUARDING concern and appropriate action **MUST be taken. (This means if you have tried phone calls, text and home visit and still nothing, you will escalate the absence and lack of contact to your campus DSL and headteacher, and further action **MUST** be taken)**

Each TAS school has a trained Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL).

The lead DSL's for the whole school group is Kirsty Swierkowski, the Deputy DSL for the whole group is Mark Walton. If you cannot speak to your DSL immediately, contact Kirsty Swierkowski or Mark Walton.

You **MUST NOT leave your concern, – report it on the day.**

If you feel your concern is **NOT being listened to or taken seriously, you must contact the group lead DSL, Kirsty Swierkowski on 07980 284372 and report immediately. Do not leave safeguarding concerns under any circumstance until you are satisfied that the young person is safe. This sometimes means that you have to**

be quite assertive in your approach to CSC, however you should follow the TAS Safeguarding Policy
e.g. seek guidance from your Headteacher, if not available DSL, if not available DDSL, if not available then one of the school's lead DSL's, or Children's Social Care. You DO NOT stop until you are satisfied that the pupil is safe.

Remote/Virtual Attendance

Where a pupil is attending virtually:

- The mark is only given if the pupil is on camera, actively taking part
- Attendance codes will reflect remote learning as per DfE guidance (Code B can only be used if attending another approved educational activity and they are physically supervised by an adult considered by the school to have the appropriate skills, training and knowledge. It cannot be used for remote learning even if supervised by a parent. Code C2 to be used, if for example attending in the afternoon this code will be used for the morning session
- Persistent virtual non-attendance is followed up with the same rigour as physical absences.

Special Provisions:

Edspace: (The Flexible Home Learning Package – the school that takes learning to the pupils).

The attendance at Edspace is a little bit more difficult to navigate.

Each pupil will have a coach who will meet with the pupil as regularly as agreed with their IEP and personalised timetable. This may be face to face at Edspace, via zoom, independent learning, community workshops, family activities or attending an arranged school activity – for example forest school.

It is important to keep to the agreed personalised timetable and attendance will be at the discretion of the coach working closely with the pupil and parent/carer. Code C2 will be used for having a part time timetable and relevant attendance code used for following personalised timetable, monitored by the coach.

Mobile Bus:

- Normal attendance as per personalised timetable i.e. morning / and afternoon \ or if all day / - (being physically of the bus.)
- Use code C2 if part time timetable as per DfE guidance.
- Follow the policy for non-attendance.

Attending Alternative Provision: (Rosscon, TAS Stables and others)

- Attendance monitoring sits with the SBM at the school where the pupil is on roll.

- It is the SBM responsibility to check with the provision and follow all protocols as set out in this attendance policy.

RAG Rating and Home Visits

- Headteacher will organise, at the start of each new academic year, for all pupils' homes to be visited and given a RAG rating.
- All homes are RAG rated consistently based on engagement, known risk factors and attendance history.
- The RAG rating will be reviewed consistently throughout the year following home visits.
- Every staff member is required to complete at least one training home visit per term.
- Information feeds into:
 - Campus Pupil Boards
 - Safeguarding meetings and records
- The RAG rate must be added to the pupils notes section on Behaviour Watch.

Communication and Follow-Up

- A daily phone call home is required for every absent pupil.
- Escalations (cause for concern, repeated non-contact or safeguarding risks) are reviewed weekly in CLT meetings.
- Letters must be issued

Roles and Responsibilities

Parents/Carers

- Parent Induction - read or listen to and sign the parent/carer/pupil/school agreement
- Ensure children attend regularly and punctually.
- Call the school to report their child's absence before 9am on the day of their absence and advise when they are expected to return.
- Keep school informed during continued absence.
- Attend parent/carer/professional review days at the school with the pupil's class teacher every half term.
- Avoid taking holidays in term time.
- If, due to exceptional circumstances, special leave is to be sought, ensure sufficient prior notice is given, i.e., a minimum of two school weeks.
- Make early contact with school where parents/carers become aware of problems with attendance.
- Build a positive relationship with the school headteacher
- Attend meetings if concerns are identified.

- Participate in attendance parenting contracts where appropriate.
- Support the school in agreed interventions/action plans.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

Pupils

- ☐ Upon starting at TAS, sign the pupil induction booklet
- ☐ Attend school as per your personalised timetable
- ☐ Sign in on arrival on the school register with the school business manager and wear the lanyard issued.
- ☐ Ensure they sign out on the school register before leaving school premises.
- ☐ Acknowledge behaviour needed out of school, e.g. early bedtimes, preparation of homework and equipment to ensure punctual arrival with the correct equipment.
- ☐ Adhere to systems for late registration and/or early departure.
- ☐ Never leave school without permission.
- ☐ Speak to teacher/parents/carers if issues arise which have an effect on school attendance.
- ☐ Build a positive relationship with your teacher
- ☐ Play an active part in your reviews
- ☐ Co-operate and participate in interventions and support offered by the school or other agencies to improve attendance and/or punctuality.

Staff

The Headteacher will:

- ☐ Take the lead in ensuring attendance has a high profile within the school.
- ☐ Analyse campus attendance on a weekly basis.
- ☐ Monitor the impact of any implemented attendance strategies.
- ☐ Ensure that there are designated staff with day-to-day responsibility for attendance matters.

- Take overall responsibility for ensuring school conforms to all statutory requirements in respect of attendance.
- Supporting staff with monitoring the attendance of individual pupils.
- Request Penalty Notices as appropriate.
- Involve relevant outside agencies where a family is unable or unwilling to engage with school staff.
- Train the team on how to complete registers.

Teachers will:

- Promote attendance, and its link to educational attainment, regularly in class and on Parents'/Carers'/Professional Review Days.
- Ensure an appropriate and engaging curriculum.
- Be aware of factors which could contribute to absence.
- Keep dated records of information received from parents/carers/professionals regarding pupil absence.
- Carry out home visits as required, as per this policy.
- Complete pupil contact sheet on a daily basis.
- Promote 100% attendance for safeguarding purposes regardless of learning or home-life barriers.
- Ensure have an attendance tracker as part of your classroom culture
- Have a visible tracking document which links into Celebration Friday awards.

All staff will:

- Provide a welcoming environment for all our young people, remembering MASLOW's hierarchy of needs.
- Provide a safe learning environment.
- Adhere to all relevant policies including Safeguarding, Behaviour for Learning, Anti-bullying, etc.
- Provide a sympathetic response to any pupil concerns.

- **See pupils' attendance as their responsibility.**
- Participate in any relevant training.
- Ensure attendance remains high profile in all areas of school.

TAS Leadership Cluster Team will:

- Adopt an attendance policy and review it with staff every year.
- Will ensure every teacher has a mobile phone to enable contact with pupils and parents/carers/professionals.
- Will ensure that attendance is a key priority throughout the whole school meeting structure (pupil voice, PTA, team meeting, heads meetings, senior management meetings, whole school inset, pupil induction pack, staff induction pack and parent induction pack).
- Take advice from the Lancashire Attendance Consultant.
- Meet weekly to identify discuss, feedback and plan actions for identified "at risk" pupils.
- Liaise with appropriate staff and outside agencies.
- Submit CAF referrals as appropriate.
- Support staff in working with "at risk" pupils.
- Identify and organise attendance meetings for pupils at risk of persistent absenteeism (PA).
- Organise reintegration meetings and programmes for pupils returning to school after long absences.
- Feedback information to class teachers.
- Keep all staff, parents and pupils updated about any changes to attendance and PA legislation, including national targets and updated strategies.
- Constantly training all staff and is an agenda item at all inset days.

SBM (School Business Manager) will:

- Ensure each pupil signs in themselves on the school register, with name, signature and arrival time, issuing a lanyard and ensuring pupils sign out before they leave the premises.
- Ensure that both the Dropbox Attendance Tracker and Behaviour Watch Attendance register are correctly completed using the correct codes to indicate presence, absence or late on a daily basis.
- This **MUST** be done within first 30 minutes of a pupil arriving both in the morning and afternoon sessions or whichever session is on their personalised timetable.

- Analyse whole school attendance each half term.
- Discuss weekly attendance figures with the Headteacher.
- Monitor and analyse attendance data every half term.
- Provide detailed analysis to ensure attendance figures maintained.
- Send praise and concern letters to parents/carers
- Contact home with any concerns about absence or punctuality using agreed letter(s).
- Provide referring schools with weekly and half termly attendance data.
- Liaise with TAS Senior Managers.
- Liaise with and pass on information, as appropriate, to the CME team.
- Ensure visible tracking of attendance is on the tracking and analysis board in the office.
- Have a monitoring system in place.

Attendance Champion will:

- Maintain daily attendance data
- Quality assures the production of all attendance reports/Friday analysis in coordination with the headteachers
- Produce weekly Friday attendance reports
- Support cause for concern reviews with Executive Head and Safeguarding Lead
- Oversees RAG rating for homes termly
- Ensure staff compliance with daily contact and home visit requirements.
- Hold regular meetings with school SBM's to review policy and concerns.

Contents of Admission Register (*This is the responsibility of the SBM*)

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents/carers, a second contact and details of the school last attended.

Every amendment made to the admission register and the attendance register must include: the original entry, the amended entry, the reason for the amendment; the date on which the amendments was made; and the name and position of the person who made the amendment.

The start date and finish date on the admissions register **MUST** tally with the attendance register, Behaviour Watch and the SLA (Service Level Agreement).

Every entry on the attendance and admissions registers must be kept by the school for a minimum of 3 years after the date the entry was made.

Absence and Attendance Codes

- Pupils must not be marked present if they were not in school during registration.
- Pupils MUST log themselves in using the class sign in sheet at reception and the School Business Manager immediately updates the electronic TAS attendance tracker and Behaviour Watch attendance register. It is a legal requirement that registers are updated within the first 30 minutes of attendance of each pupil. Both the legal and TAS personalised attendance must be noted.
- The attendance sign-in sheets must be uploaded onto the campus central system by the end of each day. The pupils must write their own name, sign and enter the time of arrival and leaving time on the sheets.
- If more than 30 minutes late, the **U code** must be used – using the L code after 30 minutes is a fraudulent report as per DfE guidance.

If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. However, the attendance tracker and behaviour watch register must be updated and a contact log made with the reason and the safeguarding policy and individual risk assessment must be followed.

All pupils must have a risk assessment which includes leaving school premises.

All CLA pupils must have a risk assessment agreed with the carers and social worker and must include when to contact themselves and the police in advance if a CLA pupil leaves school without permission. For example – a social worker might request the police, themselves and the carer are contacted immediately, or another social worker might request that the police, themselves and carers are called after 15 minutes.

Legal Registration codes to be used

Present in school / = am (anytime up until 12.00pm)

Present in school \ = pm (anytime from 12.00pm)

am timetable = 8.30 am - 12.30 pm (this would mean a double mark of / \)

pm timetable = 1.00 pm - 4.00 pm (this will mean a single mark of \)

Attendance Codes -

What to do if a pupil arrives late:

Code L: Late arrival within 30 minutes of registration.

Code U: Late arrival after 30 minutes of registration.

What codes to use if pupils are off site:

Code B: Another approved educational activity (for example Rosscon or Alternative Provision).

Code D: Dual Registered - at another educational establishment. The law allows for dual registration of pupils at more than one school.

Code J1: At an interview with prospective employers, or another educational establishment.

Code P: Participating in an approved external competition (e.g. ISA football competition)

Code V: Educational visit or trip arranged by the school (e.g. MOSI museum or Kayaking)

Code W: Work experience. Work experience is for pupils in the final two years of compulsory education.

What codes to use if a pupil is not in school or an activity:

Code C: Leave of absence authorised by the school. ONLY exceptional circumstances warrant an authorised leave of absence. Code C can only be authorised by the Headteacher.

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

Code C2: For pupils on a part-time timetable and Edspace

Code E: Suspended or permanently excluded but no alternative provision made. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion.

Code I: Illness (not medical or dental appointments)

Code K: Attending education provision arranged by the local authority.

Code M: Medical or dental appointments. Missing registration for a medical or dental appointment is counted as an authorised absence. However, the pupil is expected to attend school around the appointment, if this cannot be made outside of school hours or the school holidays.

Code R: Religious observance Schools must treat absence as authorised when it is due to religious observance.

Code S: Study leave Schools must record study leave as authorised absence. Study leave can only be authorised by the Headteacher.

Code T: Parent travelling for occupational purposes. This code should be used when traveller families are known to be travelling for occupational purposes and have agreed this with the school.

Absent – unauthorised:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

Code N: Reason for absence not yet provided. Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. **Code N must be replaced with the correct absence code by the Friday of each week.** If no reason determined this must be replaced by the letter O.

Code O: Absent from school without authorisation. If the school is not satisfied with the reason given for absence, they should record it as unauthorised.

Additional Absence Codes:

Code Q: Lack of access arrangements in place.

Code X: Non-compulsory school age pupil not required to attend school.

Code Y1: Unable to attend due to transport normally provided not being available.

Code Y2: Unable to attend due to widespread disruption to travel.

Code Y3: Unable to attend due to part of the school premises being closed.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed.

Code Y5: Unable to attend as pupil is in criminal justice detention.

Code Y6: Unable to attend in accordance with public health guidance law.

Code Y7: Unable to attend because of any other unavoidable cause.

Administrative Codes:

Code Z: Pupil not on admission register. This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. TAS Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole school closure.

Leaving TAS early:

When arriving and leaving TAS it is vital that all pupils sign in and sign out. This is a statutory requirement to protect each child's safety in the case of an emergency.

In incidents where a young person is taken ill in class, a parent or carer will be contacted by a member of staff. Pupils should not contact parents/carers themselves (without the teacher's permission) and must never leave school without permission.

If a young person leaves TAS before the teaching session is finished with or without permission, a phone call, as appropriate, will be made informing the parent/carers that their child has left school. If the call is not answered directly, then a text message should be sent.

Remember: Sign out of class register

Referring Schools:

Attendance reports for each pupil are emailed to the referring school/agency by the headteacher every Friday, and a summary is produced by the class teacher as part of the weekly 'Friday Analysis'. These reports show each pupil's weekly % attendance, and an overall summary of the pupil's progress.

Children Missing Education (CME)

The term 'missing education' means a child who is not registered at a school (or an alternative arranged by the council), and who is not receiving a suitable education at home. In line with current advice and legislation, Lead safeguarding manager supported by Attendance Champion will in cases where pupils are being removed from roll, make contact with the new school, home and/or social worker, when possible, and inform the appropriate local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education.
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.

- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period or,
- Have been permanently excluded.
- Pupils will not be removed from the register until they are placed onto the next provider school register, and we have received confirmation from that school or we have spoken to the education team of the relevant local authority.

The local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

Emotionally Based School Avoidance (ESBA)

The term ESBA is used when a pupil struggles to attend school due to emotional, mental health or wellbeing difficulties rather than simply refusing to come to school. This can manifest as low or intermittent attendance, emotional distress, anxiety and physical symptoms like headaches or stomach aches.

TAS recognises that pupils who have ESBA require a more tailored approach and understand that “one size fits all” approach is ineffective. The headteacher and SENDco will work closely with the pupil, parent/carer and social worker to devise a tailored plan which supports in identifying specific “push” and “pull” factors contributing to the avoidance. We will build on strategies to include providing clear visual aids, routines and a predictable structure to lower anxiety and work on building trust and an empathetic relationship with the pupil and all involved.

Children Missing Out in Education (CMOIE)

The term CMOIE means a child who is registered at a school (or an alternative arranged by the council), but who is not receiving their full entitlement of full-time education. In a mainstream setting, this is 25 hours/week for secondary and 30 hours/week for primary. At TAS, we provide a personalised assessment, IEP and Timetable for every pupil that is reviewed half termly. Our full-time offer is 20 hours/week for secondary and 25 hours/week for primary and states this in our SLA. All pupils that attend TAS are aiming for a minimum of 20 hours a week and work through a structured programme, increasing hours and aiming for this benchmark.

Attendance Data Analysis

Attendance data is analysed by the School Business Manager at the end of every week and certificates of praise for attendance of 100% are issued by the headteacher as part of the Friday Celebration.

TAS Percentage Attendance	Rating	Days Attended Weekly	Action
100%	Excellent	5 days	Headteacher hand out certificate
80%	Good	4 days	Teacher to issue pupil reminder
60%	Ok	3 days	Phone call home and nudge postcard to be sent home to parent/carer issued by teacher (template 2).
40%	Concerning (PA)	2 days	Phone call home and concern letter one (template 3) to be sent home to parent/carer issued by SBM.
20%	Worrying (SA)	1 day	Phone call home and worrying letter two (template 4) to be sent home to parent/carer, must have a meeting with Headteacher – issued by Headteacher
0%	At risk of losing TAS place	0 days	Letter 3 (template 5) to be sent home to parent/carer – must attend a meeting with Headteacher and SENDco – issued by Headteacher.

Attendance: Persistent Absence Threshold (DfE guidance)

- **All pupils should be aiming for 100% attendance and at least 95%**
- Persistent Absentees are those pupils who have more than 10% absence, i.e., less than 90% attendance.
- School-age pupils are persistent absentees if they miss more than 10% of sessions in a school year.
- The Department for Education's (DfE) Persistent Absence threshold is now 10% from September 2015. If a pupil's overall absence rate is 10% or higher of their possible sessions, they are classified as a persistent absentee. A 'session' is 1 morning or afternoon in school.
- 95% attendance = 19 days (3 weeks and 4 days) missed education
- 80% attendance = 38 days (7 weeks and 3 days) missed education
- 70% attendance = 57 days (11 weeks and 2 days) missed education
- 60% attendance = 76 days (15 weeks and 2 days) missed education
- 50% attendance = 95 days (19 weeks) missed education

Legal Interventions: (DfE guidance)

If all attempts by the school to increase attendance above 90% have failed, then legal intervention will be implemented.

Each case will be considered individually by the campus headteacher however as a school we will follow local council guidelines as follows.

- If no improvement has been seen at the first stage, the school is to issue a fixed penalty notice.

The circumstances in which a Fixed Penalty Notice for non-attendance will be issued include:-

📅 Parentally condoned absence 📅 Unauthorised leave 📅 Unwarranted delayed return from authorised leave 📅 Persistent late arrival after the register has closed

- Stage two Penalty Notices can be issued when a student has 5 days (10 sessions) of unauthorised absence in a term or 10 days (20 sessions) in two consecutive terms. Parents/ carers may now be issued with up to 3 penalty notices in a year. Penalty notices can also be issued when students are located in a public place without justification during the first five days of any period of exclusion.

Please see the guidance document on Penalty Notices Annex A (Template 6)

In extreme cases the school will apply to the Court Officer to initiate legal action.
Procedure for taking further action -

- If a pupil is dual registered, refer the case and evidence to the referring school attendance officer and follow up:-
- For all Blackpool pupils – People Welfare Service
- For any CLA, please refer to The Virtual Head in your area
- For single registered pupils, please refer direct to the local authority designated attendance team.

Lancashire County Council Attendance Support Service -Guidance and forms for schools to report removal from roll, and withdrawal from school to home educate are available on the [Schools Portal](#), using the online form or by contacting:

Tel: 01257 517333

Email: cme@lancashire.gov.uk

North Yorkshire County Council Inclusion and Attendance Team:

Tel: 01609 532477

cme.coordinator@northyorks.gov.uk

Blackpool Council Attendance Team:

Tel: 01253 476478

pupilwelfareservices@blackpool.gov.uk

We engage these services for:

- Legal escalation
- Policy Compliance Support

- Audit and external review
- Staff training

Other relevant policies & documents:

- o Safeguarding Policy
- o Admissions Policy
- o Behaviour Policy
- o Anti bullying Policy
- o IEP's
- o Pupil Individual Risk Assessments
- o Personalised Timetables
- o Service Level Agreement
- o Admission Registers
- o Behaviour Watch
- o Half Termly Reviews
- o Parent Induction Pack

Template 1 – Level **Green Attendance (Dropbox – TAS General – Processes)**



Attendance Certificate

Awarded to

for a weekly attendance of 100%

Signed by

Template 2 – Nudge postcard





Dear Parent/Carer,

This postcard is a notice that your child's attendance has dropped to an unacceptable level of 60%. We urge you to speak to your child as soon as possible and work on improving their attendance in order to avoid any further action.

We are always here to support you with this, so please call your teacher if you need some further support.

Teacher: _____

Number: _____

Campus: _____

Warm regards,

The Alternative School Group - 01282 818800



Template 3 – Concerning Letter 1

“INSERT OWN CAMPUS LETTERHEAD/LOGO”

Date:

Dear Parent/Carer of (*Inset Pupil Name*)

Your child is falling into the concerning category of attendance, achieving only 2 days attendance per week.

This letter is to prompt you and your child to urgently address this and improve attendance to avoid any further actions.

TAS Percentage Attendance	Rating	Days Attended Weekly	Action
100%	Excellent	5 days	Headteacher hand out certificate
80%	Good	4 days	Teacher to issue pupil reminder

60%	Ok	3 days	Phone call home and nudge postcard to be sent home to parent/carer issued by teacher.
40%	Concerning (PA)	2 days	Phone call home and concern letter one (template 3) to be sent home to parent/carer issued by SBM.
20%	Worrying (SA)	1 day	Phone call home and worrying letter two (template 4) to be sent home to parent/carer, must have a meeting with Headteacher – issued by Headteacher
0%	At risk of losing TAS place	0 days	Letter 3 (template 5) to be sent home to parent/carer – must attend a meeting with Headteacher and SENDco – issued by Headteacher.

If you would like support on how to improve your child's attendance, please do not hesitate to contact your child's headteacher, teacher or SENDco.

Add in relevant contact telephone numbers of each contact prior to sending the letter.

Kind regards

(**Name**)

School Business Manager

Attached: Annex A – Information for parents/carers regarding penalty notices.

Template 4 – Worrying Letter 2 (to be posted through letterbox or sent first class post)

“INSERT OWN CAMPUS LETTERHEAD/LOGO”

Date:

Dear Parent/Carer of (*Inset Pupil Name*)

Your child is falling into the worrying category of attendance, achieving only 1 day's attendance per week.

This letter is to prompt you and your child to urgently address this and improve attendance to avoid any further actions.

TAS Percentage Attendance	Rating	Days Attended Weekly	Action
100%	Excellent	5 days	Headteacher hand out certificate
80%	Good	4 days	Teacher to issue pupil reminder

60%	Ok	3 days	Phone call home and nudge postcard to be sent home to parent/carer issued by teacher.
40%	Concerning (PA)	2 days	Phone call home and concern letter one (template 3) to be sent home to parent/carer issued by SBM.
20%	Worrying (SA)	1 day	Phone call home and worrying letter two (template 4) to be sent home to parent/carer, must have a meeting with Headteacher – issued by Headteacher
0%	At risk of losing TAS place	0 days	Letter 3 (template 5) to be sent home to parent/carer – must attend a meeting with Headteacher and SENDco – issued by Headteacher.

As your child is only at 20% attendance this has triggered an urgent meeting with the headteacher. Please call the headteacher on this number (**insert correct contact telephone number**) to arrange a meeting.

Kind regards

(**Name**)

Headteacher

Attached: Annex A – Information for parents/carers regarding penalty notices.

Template 5 – At risk of losing place Letter 3 (to be posted through letterbox or sent first class post)

“INSERT OWN CAMPUS LETTERHEAD/LOGO”

Date:

Dear Parent/Carer of (***Inset Pupil Name***)

Your child is falling into the at risk of losing TAS place category of attendance, not having attended at all.

This letter is to prompt you and your child to urgently address this and improve attendance to avoid any further actions.

TAS Percentage Attendance	Rating	Days Attended Weekly	Action
100%	Excellent	5 days	Headteacher hand out certificate
80%	Good	4 days	Teacher to issue pupil reminder
60%	Ok	3 days	Phone call home and nudge postcard to be sent home to parent/carer issued by teacher.

40%	Concerning (PA)	2 days	Phone call home and concern letter one (template 3) to be sent home to parent/carer issued by SBM.
20%	Worrying (SA)	1 day	Phone call home and worrying letter two (template 4) to be sent home to parent/carer, must have a meeting with Headteacher – issued by Headteacher
0%	At risk of losing TAS place	0 days	Letter 3 (template 5) to be sent home to parent/carer – must attend a meeting with Headteacher and SENDco – issued by Headteacher.

Due to non-attendance your child is now at risk of losing their place at TAS and this has triggered an urgent meeting with both the headteacher and SENDco. This can be a supportive meeting looking at an alternative provision within TAS to meet your child's needs.

Failure to cooperate and attend this meeting, your child will lose their place at TAS and you will be facing prosecution.

Please call the headteacher on this number (**insert correct contact telephone number**) to arrange a meeting as a matter of urgency.

Kind regards

(**Name**)

Headteacher

Attached: Annex A – Information for parents/carers regarding penalty notices.

Template 6

ANNEX A

INFORMATION FOR PARENTS/CARERS REGARDING PENALTY NOTICES

Tackling Poor School Attendance

The Anti-social Behaviour Act 2003 and the Education Act 1996

Information for Parents and Carers

Introduction - The law gives powers to the Local Authority and other designated bodies to issue penalty notices where a parent/carer is considered able but unwilling to ensure their child's school attendance. Reducing absences from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others, and can leave a pupil vulnerable to anti-social behaviour and youth crime.

What is a penalty notice? Parents/carers commit an offence if a child fails to attend school

regularly and those absences are classed as unauthorised. Depending on the circumstances, such cases may result in prosecution under Section 444 of the Education Act 1996. A penalty notice is an alternative to prosecution, which does not require an appearance in court unless the fine is unpaid after 28 days. Full payment of the penalty means that parents/carers can avoid being prosecuted and convicted.

What is the cost? Penalty notices are issued at £160 however, if paid within 21 days of being issued the cost is £80.

How are they issued? Penalty notices will always be issued by post to your home and are issued to each parent/carer individually in respect of each child.

When are they issued? The Council considers that regular attendance at school is of such importance that penalty notices may be used in a range of situations where unauthorised absence occurs, such as:

*🕒 unauthorised absence 🕒 truancy (including pupils found during truancy sweeps);
🕒 parentally condoned absence without good reason; 🕒 persistent late** arrival at school; 🕒 unauthorised leave in term time 🕒 delayed return from authorised leave;*

*In every case a pupil must have had a minimum of 5 school days unauthorised absence in a term or 10 school days unauthorised absence over 2 consecutive terms before a penalty notice is considered. ** persistent lateness refers to pupils who arrive after the school register has closed*

** The expression "parent", in relation to a child or young person, includes any person who is not a parent of the child but who has parental responsibility for him or her, or who has care of the child.*

*** persistent lateness refers to pupils who arrive after the school register has closed
Is a warning given? In cases of unauthorised absence and persistent lateness**, you will receive a written warning of the possibility of a Notice being issued. This will tell you the extent of your child's absences and give you 15 school days in which to bring about an improvement. In that time, your child should have no unauthorised absences from school.*

In cases of unauthorised leave, warnings will be issued where sufficient notice of the intended absence has been given. This means that in some cases, penalty notices may be issued without a warning.

Is there an appeal process? There is no statutory right of appeal once a penalty notice has been issued. However, on receipt of a warning or penalty notice, you can make representations should you wish.

How do I pay? Details of payment arrangements will be included on the penalty notice. You need to be aware that payment in part or by instalment is not an option with penalty notices. No reminders will be sent.

Can I be prosecuted if I pay the penalty, but my child is still absent from school? Not for the period stated in the penalty notice, since payment of the penalty discharges your liability for that period. However, it could be the case that a prosecution might be considered for further periods of poor attendance not covered by the notice, depending on the circumstances. If this is an issue, it is vital that you work closely with your child's school.

What happens if I do not pay? You have up to 28 days from receipt of the notice to pay the penalty in full, after which the Authority is required in most instances to commence proceedings in the local magistrates' court for the original offence of failing to ensure your child attends school regularly. If proven, this can attract a range of sentences including fines up to £2,500 and/or up to three months imprisonment. Other disposals such as Parenting Orders or Community Sentences can be imposed depending upon the circumstances. Costs may also be imposed.

Can I get help if my child is not attending school regularly? Yes, the local Council and your child's school will give you advice and support if you need help to secure an improvement in your child's attendance. It is very important that you speak with the school or with your local Council at the earliest opportunity if you have any worries at all about securing your child's school attendance.