



Attendance Policy



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Table of Contents

1.	INTRODUCTION	3
2.	SCOPE OF THE POLICY	3
3.	COMPLIANCE WITH LEGISLATION AND GUIDANCE	3
4.	OBJECTIVES	4
5.	RESPONSIBILITIES	4
5.1	Learners	4
5.2	Parents/Carers	4
5.3	Staff	4
6.	PROCEDURES	4
6.1	Reporting Absences	4
6.2	Managing Absences	4
6.3	Punctuality	5
7.	MONITORING AND REVIEW	5
8.	LINKED POLICIES	5
9.	COMPLIANCE CHECK	5
9.1	Working together to improve attendance (DfE Guidance)	5
9.2	Attendance parental responsibility measures (DfE Guidance)	5
9.3	Education Act 1996	6
9.4	Education Act 2002	6
9.5	Education and Inspections Act 2006	6
9.6	The Education (Pupil Registration) (England) Regulations 2006 (and amendments)	6
9.7	The Education (Penalty Notices) (England) (Amendment) Regulations 2013	6
9.8	Census Guidance	6
9.9	Keeping Children Safe in Education	6
9.10	Mental Health Issues Affecting a Learner's Attendance: Guidance for Organisations	7

CONFLICTS OF INTEREST POLICY

1. INTRODUCTION

Regular attendance and punctuality are crucial for the success and well-being of learners at Hatfield Wick Education. This policy outlines our approach to promoting and managing attendance to ensure that all learners have the best possible opportunity to succeed.

2. SCOPE OF THE POLICY

This policy applies to all learners enrolled at Hatfield Wick Education, their parents/carers, and all staff members involved in the educational process.

3. COMPLIANCE WITH LEGISLATION AND GUIDANCE

3.1 This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve attendance (applies from 19 August 2024) <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> and attendance parental responsibility measures <https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern attendance:

- Part 6 of the Education Act 1996
<https://www.legislation.gov.uk/ukpga/1996/56/contents>
- • Part 3 of the Education Act 2002
<https://www.legislation.gov.uk/ukpga/2002/32/contents>
- • Part 7 of the Education and Inspections Act 2006
<https://www.legislation.gov.uk/ukpga/2006/40/contents>
- • The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments) <https://www.legislation.gov.uk/uksi/2006/1751/contents>
- • The Education (Penalty Notices) (England) (Amendment) Regulations 2013
<https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made>

3.2 It also refers to:

- Census guidance
<https://www.gov.uk/guidance/complete-the-school-census>
- Keeping Children Safe in Education
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Mental health issues affecting a learner's attendance: guidance for organisations
<https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>

4. OBJECTIVES

- 4.1 To promote regular attendance and punctuality among all learners.
- 4.2 To identify and address patterns of absenteeism and lateness.
- 4.3 To provide support and interventions for learners and families to improve attendance.
- 4.4 To ensure compliance with legal requirements regarding attendance.

5. RESPONSIBILITIES

5.1 Learners

- 5.1.1 Attend all scheduled lessons and activities punctually.
- 5.1.2 Report any planned absences to their tutor in advance.
- 5.1.3 Catch up on any missed work due to absence.

5.2 Parents/Carers

- 5.2.1 Ensure their children attend regularly and on time.
- 5.2.2 Inform the organisation of any absences on the first day and provide a reason for the absence.
- 5.2.3 Work with the organisation to address any attendance issues.

5.3 Staff

- 5.3.1 Monitor attendance and punctuality of learners.
- 5.3.2 Record attendance accurately and promptly.
- 5.3.3 Identify and support learners with attendance issues.
- 5.3.4 Communicate with parents/carers regarding attendance concerns.
- 5.3.5 Implement interventions and support strategies to improve attendance.

6. PROCEDURES

6.1 Reporting Absences

- 6.1.1 **Parents/Carers:** Must inform the organisation by 9:00 AM on the first day of their child's absence, providing a reason for the absence.
- 6.1.2 **Learners:** Should inform their tutor of any planned absences in advance.

6.2 Managing Absences

- 6.2.1 **Daily Monitoring:** Attendance will be monitored daily, and any unexplained absences will be followed up promptly.

- 6.2.2 **Interventions:** For learners with repeated absences, the organisation will implement targeted interventions which may include meetings with parents/carers, attendance improvement plans, and referrals to external agencies if necessary.

6.3 Punctuality

- 6.3.1 **Expectations:** Learners are expected to arrive on time for all lessons and activities.
- 6.3.2 **Late Arrivals:** Late arrivals will be recorded, and patterns of lateness will be addressed through communication with parents/carers and appropriate interventions.

7. MONITORING AND REVIEW

- 7.1 **Regular Monitoring:** Attendance data will be monitored regularly to identify trends and address issues promptly.
- 7.2 **Annual Review:** This policy will be reviewed annually to ensure its effectiveness and alignment with best practices.

8. LINKED POLICIES

This policy links with our policies on:

- 8.1 Safeguarding Policy
- 8.2 Learner Support Policy
- 8.3 Equal Opportunities Policy
- 8.4 Health and Safety Policy
- 8.5 Compassionate and Bereavement Policy

9. COMPLIANCE CHECK

Reference Documents:

- 9.1 **Working together to improve attendance (DfE Guidance)**
- 9.1.1 <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- 9.1.2 This guidance outlines the responsibilities of organisations, local authorities, and parents in promoting regular attendance and punctuality. It emphasizes the importance of early intervention and support for learners at risk of poor attendance.
- 9.2 **Attendance parental responsibility measures (DfE Guidance)**
- 9.2.1 <https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

9.2.2 This document provides guidance on the legal measures that can be used to enforce parental responsibility for ensuring their child's regular attendance. It includes penalty notices and prosecution as potential measures.

9.3 Education Act 1996

9.3.1 <https://www.legislation.gov.uk/ukpga/1996/56/contents>

9.3.2 Part 6 outlines the legal framework for attendance, including the duties of parents and local authorities to ensure that children receive full-time education.

9.4 Education Act 2002

9.4.1 <https://www.legislation.gov.uk/ukpga/2002/32/contents>

9.4.2 Part 3 deals with the powers and duties of local education authorities and governing bodies in relation to attendance and behaviour.

9.5 Education and Inspections Act 2006

9.5.1 <https://www.legislation.gov.uk/ukpga/2006/40/contents>

9.5.2 Part 7 includes provisions related to attendance, including the enforcement of attendance orders and penalty notices.

9.6 The Education (Pupil Registration) (England) Regulations 2006 (and amendments)

9.6.1 <https://www.legislation.gov.uk/uksi/2006/1751/contents>

9.6.2 These regulations set out the requirements for maintaining accurate attendance registers and reporting attendance data.

9.7 The Education (Penalty Notices) (England) (Amendment) Regulations 2013

9.7.1 <https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made>

9.7.2 These regulations specify the conditions under which penalty notices for non-attendance can be issued to parents.

9.8 Census Guidance

9.8.1 <https://www.gov.uk/guidance/complete-the-school-census>

9.8.2 This guidance outlines the data collection requirements for organisations, including attendance data, for the census.

9.9 Keeping Children Safe in Education

9.9.1 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

9.9.2 This statutory guidance includes provisions for safeguarding children in education, which intersects with attendance monitoring.

9.10 Mental Health Issues Affecting a Learner's Attendance: Guidance for Organisations

9.10.1 <https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>

9.10.2 This guidance provides information on supporting learners with mental health issues that affect their attendance.