

# Attendance Policy





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| <b>Approved on:</b>        | 26th February 2026 |
| <b>Approved by:</b>        | Trustees           |
| <b>Last reviewed on:</b>   |                    |
| <b>Reviewed by:</b>        | Liam Collins       |
| <b>Next review due by:</b> | February 2027      |

## Summary of Changes

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## 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-trust culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- The [Equality Act 2010](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)



- [Ofsted's 2025 framework toolkit](#)

This policy also complies with our trust's funding agreement and articles of association.

### 3. Roles and responsibilities

#### 3.1 The board of trustees

The board of trustees is responsible for:

- Setting high expectations of all trust and school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure all schools in the trust record attendance accurately in the register, and share the required information with the DfE and local authorities
- Making sure all schools in the trust work effectively with local partners to help remove barriers to attendance, and keep them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the trust's & schools' policies and ethos
- Making sure the schools' attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the trust has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most, through termly attendance review meetings with each individual school
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole trust and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance, including with teachers from across the trust, as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers



- The trust's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across the trust and providing regular opportunities for staff from different schools to come together, learn from each other and share resources
- Holding the headteachers to account for the implementation of this policy
- Board of trustee's Education and Care Committee: Identifying and monitoring attendance patterns across the trust's schools to identify common issues and barriers, and share effective practice between schools

## 3.2 The head of college

The head of college is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary and/or authorising the relevant member of staff to be able to do so.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness



### 3.3 The trust Education and Care Team

The trust's Education and Care Team is responsible for:

- Driving attendance improvement across the trust
- Working more intensively with schools who require support to improve attendance
- Acting as a central contact point for schools with attendance queries
- Liaising with the DfE's regional teams for advice about wider support programmes

The trust's Education and Care Team with responsibility for attendance is Andy Millard (Director) and Liam Collins (Associate Headteacher) and can be contacted via [amillard6@beckmeadtrust.org](mailto:amillard6@beckmeadtrust.org) and [lcollins78@beckmeadtrust.org](mailto:lcollins78@beckmeadtrust.org)

### 3.4 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

Each school within your trust have adapted the roles and responsibilities and they are found in the appendix of each schools' attendance policy.

## 4. Recording attendance

### 4.1 Attendance register

We will keep an electronic attendance register and place all pupils on this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present



- Attending an approved off-site educational activity
- Absent
- Absent – unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

For local context please see Appendix 2

## 5. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Liam Collins, Associate Head of college. At every review, the policy will be approved by the full board of trustees.

## 6. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting pupils with medical conditions

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

| Code | Definition   | Scenario                                 |
|------|--------------|------------------------------------------|
| /    | Present (am) | Pupil is present at morning registration |



|                                                |                                                                                     |                                                                                                                                        |
|------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| \                                              | Present (pm)                                                                        | Pupil is present at afternoon registration                                                                                             |
| L                                              | Late arrival                                                                        | Pupil arrives late before register has closed                                                                                          |
| <b>Attending a place other than the school</b> |                                                                                     |                                                                                                                                        |
| K                                              | Attending education provision arranged by the local authority                       | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V                                              | Attending an educational visit or trip                                              | Pupil is on an educational visit/trip organised or approved by the school                                                              |
| P                                              | Participating in a sporting activity                                                | Pupil is participating in a supervised sporting activity approved by the school                                                        |
| W                                              | Attending work experience                                                           | Pupil is on an approved work experience placement                                                                                      |
| B                                              | Attending any other approved educational activity                                   | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience                     |
| D                                              | Dual registered                                                                     | Pupil is attending a session at another setting where they are also registered                                                         |
| <b>Absent – leave of absence</b>               |                                                                                     |                                                                                                                                        |
| C1                                             | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school                                           |
| M                                              | Medical/dental appointment                                                          | Pupil is at a medical or dental appointment                                                                                            |
| J1                                             | Interview                                                                           | Pupil has an interview with a prospective employer/educational establishment                                                           |
| S                                              | Study leave                                                                         | Pupil has been granted leave of absence to study for a public examination                                                              |
| X                                              | Not required to be in school                                                        | Pupil of non-compulsory school age is not required to attend                                                                           |



|                                                                      |                                             |                                                                                                                                            |
|----------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C2</b>                                                            | Part-time timetable                         | Pupil is not in school due to having a part-time timetable                                                                                 |
| <b>C</b>                                                             | Exceptional circumstances                   | Pupil has been granted a leave of absence due to exceptional circumstances                                                                 |
| <b>Absent – other authorised reasons</b>                             |                                             |                                                                                                                                            |
| <b>T</b>                                                             | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes                              |
| <b>R</b>                                                             | Religious observance                        | Pupil is taking part in a day of religious observance                                                                                      |
| <b>I</b>                                                             | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health)                                                     |
| <b>E</b>                                                             | Suspended or excluded                       | Pupil has been suspended or excluded from school and no alternative provision has been made                                                |
| <b>Absent – unable to attend school because of unavoidable cause</b> |                                             |                                                                                                                                            |
| <b>Q</b>                                                             | Lack of access arrangements                 | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school         |
| <b>Y1</b>                                                            | Transport not available                     | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |
| <b>Y2</b>                                                            | Widespread disruption to travel             | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency                |
| <b>Y3</b>                                                            | Part of school premises closed              | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open                    |
| <b>Y4</b>                                                            | Whole school site unexpectedly closed       | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)                                                      |
| <b>Y5</b>                                                            | Criminal justice detention                  | Pupil is unable to attend as they are: <ul style="list-style-type: none"><li>• In police detention</li></ul>                               |



|                                      |                                             |                                                                                                                                                                 |
|--------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |                                             | <ul style="list-style-type: none"><li>Remanded to youth detention, awaiting trial or sentencing, or</li><li>Detained under a sentence of detention</li></ul>    |
| <b>Y6</b>                            | Public health guidance or law               | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law                                                           |
| <b>Y7</b>                            | Any other unavoidable cause                 | To be used where an unavoidable cause is not covered by the other codes                                                                                         |
| <b>Absent – unauthorised absence</b> |                                             |                                                                                                                                                                 |
| <b>G</b>                             | Holiday not granted by the school           | Pupil is absent for the purpose of a holiday, not approved by the school                                                                                        |
| <b>N</b>                             | Reason for absence not yet established      | Reason for absence has not been established before the register closes                                                                                          |
| <b>O</b>                             | Absent in other or unknown circumstances    | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| <b>U</b>                             | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session                                                                             |
| <b>Administrative codes</b>          |                                             |                                                                                                                                                                 |
| <b>Z</b>                             | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered                                                                                                         |
| <b>#</b>                             | Planned whole-school closure                | Whole-school closures that are known and planned in advance, including school holidays                                                                          |

## Appendix 2: Local Context

Name of the school: The ArtsXChange College

The school day starts at 9am and ends at 3pm.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.30am – not longer than 30 minutes after the session begins, or the length of the form time or first lesson in



which registration takes place]. The register for the second session will be taken at 1.20pm and will be kept open until 1.40pm– it should be open for the same length of time as the morning session and no longer than 30 minutes, according to page 19 of [Working to7gether to improve school attendance](#)].

## 1.1 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the school college reception staff, who can be contacted via telephone: 020 4568 4747, mobile numbers 07842 426816/07842426809/or email [lmckean@beckmeadtrust.org](mailto:lmckean@beckmeadtrust.org)

### Notification procedures at the ArtsXChange

We will mark absence due to physical or mental illness as authorised unless the ArtsXChange College has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

### Absence Procedures

If your child is absent, you must:

- Contact us as soon as possible on the first day of absence and give an expected return date. You need to call at least every second day thereafter to advise college of your child's progress.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.
- Or you can call into college and report to reception, who may arrange for a member of staff to speak with you.

If your child is absent, we will:

- Telephone, text or email you on the first day of absence if we have not heard from you.
- Invite you in to discuss the situation with our Attendance Lead, Tutors or Welfare Team and/or Assistant Students if absences persist.
- Consult with the Attendance and Students Out of College if attendance moves below 95% and at least 10% or more of the absences are unauthorised.

## 1.2 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carers notifies the school in advance of the appointment.

An authorised absence is where the college has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence.



Absence may generally be authorised for the following reasons:

- Illness, medical appointments - appointments should always be made outside college times where possible.
- Parents/carers must provide proof of the appointment in advance and not in retrospect.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the school can authorise.

## 1.3 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information / instructions and news for the day. Late arriving students can also disrupt lessons, and this can be embarrassing for the child. This can encourage absence.

### How we manage lateness

The college day starts at 9am and students can arrive before this to have breakfast.

Registers are marked by 9.am to 9.30am and your child will receive a 'late' mark if they are not in by that time.

At 10.00am the registers will be closed. If your child arrives after that time, they will receive an unauthorised absence mark that shows them to be on site but **not** counted as a present for statistical / legal purposes. This means the possibility of a Penalty Notice(s) if the problem persists.

If your child has a persistent late record, you will be asked to meet with the Assistant Students and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to college on time.

Any learning missed due to lateness will be sent home to complete and parent/carers will be informed.



The college day ends at 3 pm. Where parents continually fail to make arrangements to pick up their students at the end of the college day the college may have to consider referring the matter to Social Services, Early Help and/or Camden's Multi-Agency Safeguarding Hub (MASH). It is a parent's responsibility to ensure that s/he collects their students from college on time every day.

Class teachers / tutors encourage patterns of punctuality and good attendance by praising those students who came to college each day and arrive on time.

The class teacher / tutors report any concerns about a child's attendance or punctuality to the College Attendance lead, Welfare Lead and the Head of College for example via Arbor Portal, My Concern Portal, In person, via email, centralised list via a shared drive. This can sometimes then be referred to the LA if a Penalty Notice or legal action is being sought.

### **Telling the students about the importance of good attendance and punctuality**

Students receive guidance from teachers on an individual, class and college level about the importance of good attendance and punctuality. If a child has concerns about their attendance or punctuality, they are encouraged to speak to their tutor or class teacher.

Many of our students are provided with local authority transport due to their SEND needs, other students arrive at college. Other students are encouraged to walk and cycle to college to arrive on time for a cooked breakfast before the days begins. Tutor time is before lessons begins at 9am to 9.30am and during this time the attendance register is taken.

Students are encouraged to go to bed at an appropriate time so that they are not tired the next day. They are encouraged to prepare for the college day on the night before as much as possible, so they are not rushed in the mornings. This is supported by one to one conversations or in PSHE lessons and sessions with our Wellbeing Tutor.

There are incentive schemes in place to promote good attendance and punctuality amongst the students.

College to endeavour that the college council is consulted with on an ongoing basis to help promote and develop initiatives to improve college attendance and punctuality

## **1.4 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the ArtsXChange will:

- Text the pupil's parent by 0915 on the morning of the first day of unexplained absence to ascertain the reason. If we do not receive a response by 1000 we will call any of the



pupil's emergency contacts, the ArtsXChange will contact the professional network and police if deemed necessary.

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: [issue a notice to improve, penalty notice or other legal intervention (see section 7 below), as appropriate]

## 1.5 Reporting to parents

The college collaborates with students and parents to address attendance barriers. Parents are encouraged to seek help from the college for attendance issues. We may work with other agencies to offer support to improve attendance.

Regular updates on attendance targets and progress are provided.

The ArtsXChange will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.8 above) about their child's attendance and absence levels [e.g. via half-termly written reports].

## 2. Authorised absence

### 2.1 Approval for term-time absence

The Head of College will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances



A leave of absence is granted at the Head of College's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances'

Rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."

Parents should plan their holidays around college breaks and avoid requesting leaves of absence for holidays unless it is unavoidable. There is no entitlement in law for any leave of absence from college in term time. Taking leave in term time will affect your child's collaging as much as any other absence and we expect parents to help us by not taking students away in college time.

Remember that any monetary savings you may make by taking a holiday in college time are offset by the cost to your child's education.

All applications for a leave of absence must be made in advance to the Head of College and will only be considered if there are exceptional circumstances. In deciding the college will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Full details of our policy and procedures are available from the college and a Request for Leave during term time can be obtained from the college reception.

Any period of leave taken without the agreement of the college, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Your child's college place may also be at risk. Previous good attendance or your child's education ability are not considered when the college make the decision. If you have siblings at other colleges, you must seek permission from all the colleges, and it is possible that one college may grant it, and another may not.

If exceptional leave is agreed, you will receive a letter from the college. If you do not get a letter **DO NOT**, assume that permission has been granted. Only the head of college can decide if they will grant exceptional leave – **no one else in college has permission to do so** and leaving an application form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the college will reserve the right to unauthorise the entire period of leave taken.



Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks] before the absence, and in accordance with any leave of absence request form, accessible via the college reception. The head of college may require evidence to support any request for leave of absence. If a pupil is over compulsory school age for example years 12, 13 and 14, leave can be requested or agreed by the pupil or a parent they normally live with.

## 2.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong (s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

## 2.3 Absences from the school site (which are not classified as absences)

Other reasons the ArtsXChange may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

## 3. Strategies for promoting attendance

- We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.
- Provide parents / carers with details on attendance in the college newsletter.



- Report to parents at least half-termly on how their child is performing in college, what their attendance and punctuality rate is and how this relates to their attainment and progress.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates, and outings/events. There may be factors in some pupil's lives that may mean they do not achieve 100% attendance but good or improve attendance should also be celebrated.
- Run promotional events when parents, students and staff can work together on raising attendance levels across the college.

## 4. Supporting pupils with poor attendance

Our schools will make use of the full range of support and potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### 4.1 Attendance contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the ArtsXChange cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the ArtsXChange will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the ArtsXChange may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the ArtsXChange may take further action.

### 4.2 Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.



An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

### 4.3 Notice to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the ArtsXChange may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

### 4.4 Penalty notices

The Head of College or a deputy or assistant head of college can authorised, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution



- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

## 5. Supporting pupils who are absent or returning to school

### 5.1 Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

We will use our attendance data to identify patterns of poor attendance at both individual and for different groups within the college population. Once concerns have been identified we will work together with students, parents, and other services where appropriate to resolve the issue, understand and remove any barriers to attendance and work to resolve them before they become a more serious issue.

### 5.2 Pupils absent due to mental or physical ill health

Some students find it harder than others to attend college the college and partners will work with students and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. If you have any concerns about your child's attendance, please speak to us. The key contacts are at the end of this document and on our college website.



### 5.3 Pupils absent due to other barriers to attendance

Whilst any child may be off college because they are ill, it can sometimes be that they are reluctant to attend college. Any problems with regular attendance are best sorted out between the college, the parents/carers, and the child wherever possible. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

- Having SEND
- Being disadvantaged
- Being known (or previously known) to children's social care
- Having other barriers to attendance (e.g. young carers)

Part of Ofsted's criteria for 'expected standard' for behaviour and attendance says that any reasonable adjustments and/or interventions timely and appropriate, well-chosen and targeted.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the ArtsXChange becomes aware of barriers to attendance that related to the pupil's needs, the ArtsXChange will inform the local authority.

### 5.4 Pupils returning to school after a lengthy or unavoidable period of absence

The college is sensitive to the needs and circumstances of students returning after significant periods of absence and will support the smooth reintegration of students both academically and socially. In such circumstances the college will work with parents, carers and pupil towards an agreed reintegration plan which may include opportunities for counselling and feedback, peer support and mentoring, along with an agreed review period.

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### 5.5 Prolonged absence for pupils in the EYFS

[If you have EYFS provision, set out your approach to dealing with prolonged absence.

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy [insert where to find this]) and refer any concerns to local children's social care and/or request a police welfare check.



## 6. Attendance monitoring

### 6.1 Monitoring attendance

The ArtsXChange will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The highlighted text below is only relevant if you've been requested by the Secretary of State to provide specific pupil information. See paragraph 52 of [Working together to improve school attendance](#) for details.

The ArtsXChange has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The ArtsXChange will benchmark its attendance data at whole ArtsXChange, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the board of trustees/local governing body.

### 6.2 Analysing attendance

The ArtsXChange will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between schools

### 6.3 Using data to improve attendance

The ArtsXChange will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 6.4 below)



- Provide regular attendance reports to class teachers and tutors, to facilitate discussions with pupils and families, and to the board of trustees/local governing body and school leaders including special educational needs co-ordinator, designated safeguarding leads and pupil premium leads.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other trusts and schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

## 6.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the ArtsXChanges strategy for improving attendance.

The ArtsXChange will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the ArtsXChange (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 7, above)

The designated senior leader responsible for attendance is Linda McKean and can be contacted via email: [lmckean@beckmeadtrust.org](mailto:lmckean@beckmeadtrust.org).



## 7.1 The school attendance officer

The school attendance officer at each school is responsible for:

- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Head of College
- Working with education welfare officers to tackle persistent absence
- Advising the head of college and college senior leadership team authorised by the head of college when to issue fixed-penalty notices

The attendance officer is Linda McKean and can be contacted via [lmckean@beckmeadtrust.org](mailto:lmckean@beckmeadtrust.org).

## 7.3 Class teachers and tutors]

All class teachers and form tutor] are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to reception each morning.

## 7.4 ArtsXChange Reception

The ArtsXChange reception will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Where appropriate, in order to provide them with more detailed support on attendance

## 7.5 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day at 9am and timetabled session on time
- Call the school to report their child's absence before 9am on the day of the absence as the ArtsXChange College have an expectation that each subsequent day of absence), and advise when they are expected to return



- 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
- The ArtsXChange college is a Camden Local Authority college and is located in the London Borough of Islington.
- Seek support, where necessary, for maintaining good attendance, by contacting Linda McKean Student Support and Office Manager and Adelle Miles Welfare Lead, who can be contacted via telephone 020 4568 4747 Email: [lmckean@beckmeadtrust.org](mailto:lmckean@beckmeadtrust.org) and [AMiles@beckmead.tust.org](mailto:AMiles@beckmead.tust.org)

## 7.6 Pupils

Pupils are expected to:

- The ArtsXChange College (Secondary) - Attend every timetabled session, on time
- The ArtsXChange College (Post 16) - Call the school to report their absence before 9am on the day of the absence the ArtsXChange College expects that they are informed each subsequent day of absence)