Attendance Policy			
Date	Review Date	Owner	Nominated Governor
October 2026	October 2027	Jane Maclennan	Sharon Moy

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements from the Department for Education (DfE), Working together to improve school attendance (publishing.service.gov.uk) 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:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

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

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 Contact Details

The Attendance Lead is Jane Maclennan. The Attendance Officer is Sharon Moy. Both can be contacted by telephone on 01603 251310 or email j.maclennan@futureeducation.org.uk or s.moy@futureeducation.org.uk.

3.2 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

Sharon Moy is link governor for attendance

3.3 The Headteacher

The Headteacher is responsible for:

- 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 students

3.4 The attendance officer

The school attendance officer:

- Monitors attendance data across the school and at an individual student level
- Reports concerns about attendance to the SLT
- Works with the local authority to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Responsible for recording attendance on a daily basis, using the correct codes.

3.5 School [admin/office] staff

School [admin/office] staff are expected to take calls from parents about absence and pass on the information to the school's attendance officer.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 08:45 on each school day.

The register for the first session will be taken at 08:45 and will be kept open until 09:15.
The register for the second session will be taken at 12:30 and will be kept open until 12:45

4.2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible (see also section 7).

Parents/carers need to ensure that they have contacted the school on the main number 01603 251310 by 9.00am.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide 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.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school of the appointment.

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

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

4.4 Lateness and punctuality

A student 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
- Where a student is persistently late, parents/carers will be invited in for an attendance support meeting.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by making a telephone call.
- Ensure safeguarding action is taken where necessary (see whole school safeguarding and child protection policy) and in response to Children Missing in Education.
- Future Education understands that children being absent, as well as missing, from education can be warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation as stated in KCSIE 2024. We will complete a home visit/ online in person meeting, within five days of a student not having been seen due to illness / absence.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Student attendance is reported to parents annually.

5. Learning off site

5.1

In rare circumstances students may be taught at home or off site by their teacher. A B code would also be issued in these circumstances.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- 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 student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision
- Other possible 'exceptional circumstances' where the Headteacher may grant term-time leave. Headteacher should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances and the case which warrant leave. Where a leave of absence is granted the Headteacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the Headteachers discretion
- Study leave – should be used sparingly and only granted to year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.
- Part time timetables: All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be need for a temporary part time timetable to meet a student's individual's needs. For example, where a medical condition prevents a student from attending full time education and a part time timetable is considered as part of a reintegration package. A part time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the student is expected to attend full time or be provided with an alternative provision.

6.2 Reducing persistent absence

- Where a student is persistently absent, parent/carers will be asked to attend an attendance support meeting. The issues will be discussed and barriers of concern identified. In this meeting parents/carers will be made aware of the attendance process followed by the school
- Early intervention attendance support meeting – Action plan will be put in place.
- Fast track – A process by which the school can prosecute parents/carers for non-attendance at school.

7. Strategies for promoting attendance

Future Education strives to ensure that all students feel safe and happy in order to attend school. Approaches taken:

- Meet and greet by staff every morning
- Trauma informed approach to supporting students so that they feel safe, emotionally contained and listened to by staff.
- Trauma Informed approach to support parents to manage the challenges of attendance at home.
- Emotionally available adults.
- Form Tutor seen every morning and afternoon

- Merit system which rewards attendance on a lesson by lesson basis.
- Vouchers at the end of each half term for attendance merits earned
- Special tutor group breakfast for winning group in merits- the golden platter
- End of half term lunch for highest merit achievers in each tutor group
- End of half term '100% attenders' draw for a family takeaway
- Weekly assemblies celebrate student's attendance.
- Displays in the school celebrate student's weekly attendance in line with assembly.
- Star of the week – celebrates students on a weekly basis nominated by staff for their achievements.
- Quiet lunch room.
- Games room at lunch
- Group country walks with dog.
- Open door policy – students can talk freely about their worries.
- Regular contact with parents on a daily basis
- Supportive timetables for individual students to exploit identified interests in specific subjects

8. Attendance monitoring

The attendance officer at our school monitors student absence on a daily basis.

A student's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

Parent/carer is expected to contact the school every day that their child is absent from school. Parent/Carers are expected to contact the school by 9am every day.

If a student's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Future Education collects and stores attendance data, and uses this for internal purposes. For example, to:

- Track the attendance of individual students
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and support.

All schools are legally required to share information from their registers with the local authority. As a minimum this includes:

- New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

9. Attendance and safeguarding

- Weekly meeting to discuss all students, their attendance and safeguarding concerns.
- Daily phone calls to students who have not attended.

- Home visits, online in person checks and welfare checks take place where a student has unauthorised attendance for 5 days. Depending on the location and situation of the student, a home visit or online call (with parent and student) will be carried out. If the online call is unsuccessful and the child is not seen, a member of staff will complete a home visit on the same day or proceeding day to ensure that the child is safe.
- School will report to CADS/ social workers / police where attendance is a concern.

Future Education is dedicated to safeguarding the students and staff at the school. All staff follow the guidance of 'Keeping Children Safe in Education' and Future Education safeguarding policy, they observe behaviour, offer a listening ear, and report concerns to the DSL.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated by Jane Maclennan Deputy Headteacher. At every review, the policy will be approved by the full governing board.

11. Additional needs of pupils

Future Education takes into account any reasonable adjustments required and fully complies with the Equality Act of 2010 in response to attendance.

In discussion with parents and outside agencies, supportive packages may be put in place to meet a child's additional needs in accordance with the Equality Act 2010.

12. Links with other policies

This policy links to the following policies:

Safeguarding policy

Relationships and Behaviour Policy

Admissions policy.

Headteacher:	Debbie Edwards	Date:	October 2026
Chair of Governing Body:	Daniel Childerhouse	Date:	October 2026

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario

/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school – not unsupervised remote learning
C	Leave of absence -authorised	Student has been granted authorised leave for exceptional circumstances
C1	Leave of absence - authorised	Student is participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence - authorised	Student is of compulsory school age and subject to a part-time timetable
D	Dual registered	Student is attending a session at another setting where they are also registered
E	Suspension -authorised	Student has been suspended but no alternative provision has been made or accessed
G	Holiday – unauthorised	Student is on holiday
I	Illness - authorised	Student is ill (not medical or dental appointment)
J1	Leave of absence for interview or for admission to another educational institution -authorised	Student has an interview with a prospective employer/educational establishment
K	Present	Attending education provision arranged by the local authority
L	Late arrival	Student arrives late before register has closed
M	Medical absence -authorised	Student has a medical appointment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school

Q	Absent due to unavoidable cause	Student is unable to attend because the LA have failed to make access arrangements.
R	Religious observance – authorised absence	Student is absent due to excusive religious observance
S	Study Leave – authorised absence	Year 11 student is on study leave during their public examinations
T	Traveller absences - authorised	Parent is travelling for occupational purposes.
U	Late (after register has closed)	Student arrives at school after 9.30
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement
X	Non-compulsory school age pupil	Student is not required to attend school
Y1	Absent due to unavoidable cause	Student transport which is usually provided is not available
Y2	Absent due to unavoidable cause	Student is unable to attend due to widespread disruption to travel caused by local, national or international emergency
Y3	Absent due to unavoidable cause	Student cannot attend due to school premises unavoidably out of use
Y4	Absent due to unavoidable cause	Student unable to attend due to whole school being unexpectedly closed (ie. adverse weather)
Y5	Absent due to unavoidable cause	Student is in criminal justice detention
Y6	Absent due to unavoidable cause	Student's attendance or travel to school would be contrary to legislation/guidance for incidence or transmission of infection or disease by authorities.
Y7	Absent due to unavoidable cause	Any unavoidable cause – not covered above but affecting the student and not the parent.
#	Planned whole school closure	The whole school is closed as planned