



Attendance Policy

2025 - 2026

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Introduction

REACH believe that good attendance and punctuality are essential if students are to learn effectively and reach their full potential. Our provision strives to provide a welcoming, caring, and safe environment where every member of the school community feels valued.

REACH aims to achieve good attendance and punctuality by working with an attendance policy where the staff, students, parents, the local community, and the Education Welfare Service work in partnership.

This Attendance Policy links closely to our Behaviour and Safeguarding Policies. Individual attendance is closely monitored, and targets are reviewed regularly. Good attendance and reaching targets are rewarded and the importance of good attendance and punctuality is supported by celebrating positive attendance across during the time at REACH.

Where individual students have identified problems, these will be handled with care and sensitivity to support the student and the family.

Registration

REACH Learning Provision uses a robust Excel template to keep up-to-date records of all our student's attendance. Register is taken at the beginning of the morning and afternoon session. Class teachers also record attendance at individual sessions where relevant.

Close of Register

The close of register is 10:00am and 1:00pm.

\ mark will be used to mark the student as present AM.

/ mark will be used to mark the student as present PM.

L mark is used to indicate a student's lateness. A student is classed as late up to 10 minutes after the close of register. Notes will be made to explain the student's lateness by the teacher.

A mark will be used to indicate a student's authorised absence.

Authorised and unauthorised absences

An authorised or unauthorised absence will be determined by the commissioning school. The commissioning school will be contacted no later than 15 mins via email after close of each registered session.

On the day of an absence, we will work with the commissioning school to contact a parent or guardian to establish the reason for the absence. If no valid reason can be established, we will work closely with the commissioning school's Attendance Officer to resolve the situation.

ALL absences and lateness will be recorded by the REACH Provision Management Team. The commissioning school can request a copy of this data at any time.

Holidays during Provision time

If we receive information that a student has or is considering taking a holiday during provision time, the home school will be notified for them to assess and decide as to what action to take. Creating a consistent dialogue with the commissioning school will allow us to both work towards the best interests for the student.

Tracking Attendance

REACH Provision SLT will track and monitor attendance daily to ensure registers are completed and any absence is followed up. This will be tracked and monitored on a weekly basis.

Induction procedure

If attendance concerns are identified on admission or through the induction process, then these will be highlighted with parents/carers and appropriate procedure followed i.e., parenting contracts etc.

During the student induction, parents and students will be provided with the lesson timetable and the lessons/qualifications available will be explained.

Punctuality

The provision sets high expectations around punctuality as it is viewed as an important life skill for our students. However, the provision recognises that for some of our student's sensitivity and an individual approach needs to be taken to support them to develop this skill. It is the responsibility of the REACH Provision Management Team to put in place appropriate interventions for individual students to improve and reward punctuality.

Any pupil who arrives to the provision after the given time is late. REACH expect all pupils to arrive on time. Students who arrive late for lessons may have to make up this time at break.

Where punctuality becomes an issue of concern parents will be contacted, in the first instance, via telephone call and/or letter and punctuality must be considerably improved within a 10-day period. Where punctuality is not improved for those pupils', parents will be invited in for a meeting with members of the Provision Management Team.

The student will be monitored for 4 weeks. If they are still persistently late, the commissioning school will be notified and risk the possibility of a penalty may be issued to parents.

Good Attendance Recognition

Good attendance will be celebrated not only by rewards but through positive displays across the site, phone calls and letters home to parents.

Reintegrating Students with Poor Attendance

The return to school for a student after long-term absence can require special arrangement. Designated staff will be responsible for deciding on the programme for return and for the management of that programme. All staff are aware that this is a difficult process, that can require careful handling and that any problems should be notified to the responsible staff member as soon as possible. Programs may need to be tailored to meet individual need and may involve phased, part- time re-entry with support in lessons as appropriate. Support from the SENCO may be required.

We would also use these types of situations to assess what has caused the poor absence and update any of our current assessments to help stop further instances.

Staff Roles and Accountabilities

For the attendance and punctuality policy to be successful, REACH believe that every member of the staff must make attendance a high priority and should convey to students the importance and importance of education.

Children Missing Education (CME)

Reference will be made to the CME guidance, children missing education- statutory guidance for Local Authorities Sep 2016, where concerns are raised regarding:

- Leave of Absence – Failure to return
- Request to Elective Home Educate
- Moved out of Area – Destination Known
- Moved out of Area – Destination Unknown
- Young person leaving site
- Young person leaves/absent re Appointment

Monitoring and Evaluation

- Individual pupil targets are set at the start of their induction or within 2 weeks of starting at a base. This will be recorded on the weekly attendance spreadsheet.
- Whole provision/Commissioning School/individual targets are set at the beginning of the year and reviewed monthly through the provision attendance meetings.
- Monthly meetings with the REACH Provision Management Team to discuss concerns around attendance and link them to any safeguarding concerns. The outcomes of these meetings will then be shared with the home school for them to evaluate and comment on
- Any student who falls below 90% will follow the appropriate intervention process with assistance from the home school
- Provision Manager is responsible for ensuring registers are completed on a daily/sessional basis

- Any concerns around attendance and lack of progress will be raised during Provision Management meetings. We will then share these concerns with the home school and solutions will be sought to try and rectify it.

Persistent Absence

Any Pupil whose attendance falls below 90% is classed as persistently absent, in line with government legislation, as a provision we are duty bound to report our persistent absence figures to the commission school. We will endeavour to work with all pupils who are persistently absent and develop strategies to improve their attendance. Parents will be invited to REACH to discuss their child's attendance.

If a child misses 2 consecutive days a letter will be sent home if there is no valid reason for the absence. If there is no immediate improvement further procedures will be taken such as attendance meetings with family and student, and potential commissioning school attendance team. Working closely with the student's home school will be vital to work towards a solution that all parties can agree on.

If attendance does not improve after these measures have been taken, referrals to the Education Welfare Officer (EWO) will be made. Where a student's attendance is lower than 90% the student is classed as a persistent absentee. For this reason, we will request intervention from the Education Welfare for students whose unauthorised absence is above 10%.

A referral will then be made, and we will gather the evidence, and this will be sent to the Education Welfare Service. Parents will be informed by letter of what action we are taking.

Note: The DfE defines persistent absentees as school-age pupils missing more than 10% of sessions in a school year. There is no set number of days allowed for absence. Other than in exceptional circumstances, all pupils must attend all school sessions while they are of compulsory school age. Parents are guilty of an offence if their child fails to attend regularly: The duty for parents to ensure their child receives a suitable "efficient full-time education" is set out in section 7 of the Education Act 1996.

Parents/carers are legally responsible for ensuring their child's regular attendance. By 'regular' we mean that pupils should aim to have a 100% attendance.