Education 1st
"enhancing lives through education"
Sports 1st

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Attendance Policy

Policy Review
The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **19th February 2015**
Updated: **10th October 2024**
Reviewed: **14th July 2026**
Date of next review: **14th July 2027**

Signed

Craig Dembicki
Managing Director
Education 1st

Introduction

For our children to gain the greatest benefit from their education it is vital that they attend regularly on time, every day unless the reason for the absence is unavoidable. It is very important therefore that we help and support our children and young people to attend regularly, and this policy sets out how we will achieve this.

Why regular attendance is so important

Any absence affects the pattern of a young person's education and regular absence will seriously affect their learning and development.

Working together to improve school attendance - Improving attendance is everyone's business. Education 1st works to collaborate with school and local authority commissioners in meeting their responsibilities outlined in the attendance guidance for maintained schools, academies, independent schools, and local authorities. The statutory guidance was revised to become mandatory for schools on 9th June 2026.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, young people, and all Education 1st staff. The importance of regular attendance will be discussed with parents/carers on admission.

To help us all to focus on this we will

- Give the main commissioning body, parents/carers and young people details on attendance.
- Challenge parents/carers and young people who give low priority to attendance and/or punctuality.
- Use early identification and intervention to address patterns of absence.
- Welfare calls and visits if attendance becomes concern.
- Ensure accurate and robust recording procedures for attendance and punctuality.
- Transport young people to and from home (collected by the mentor) to maximise the chances of excellent attendance.
- Offer an environment in which young people feel valued and welcomed but where absence/lateness is followed up and action taken.
- Work jointly with commissioning and external bodies to improve low attendance.
- Broken weeks and patterns of non-attendance will be monitored, and targets will be set to improve pupil attendance.

Safeguarding

Children and young people may be at risk of harm if they do not attend education regularly (KCSIE, 2024). Safeguarding the interests of each young person is everyone's responsibility and within the context of this education provision, promoting the welfare and life opportunities every child encompasses:-

- Attendance
- Behaviour Management
- Health and Safety
- Anti-bullying
- Failing to attend this provision on a regular basis will be considered as a safeguarding matter.

Absence Procedure

For parents/carers If your child is absent you must:

Telephone/text us as soon as possible on the first day of absence using

- 07341 564377 - Operations Director
- 07384 117216 - Operations Manager
- 07825 638691 - Operations Manager

If no reason is provided, this will result in unauthorised absence on the young person's record.

We call all parents/carers each morning the pupil is due to attend.

If a child or young person is absent the duty manager will

- Discuss the reason for absence with the parent/carer or young person.
- Contact the commissioning body and report on the day of absence. Commissioning bodies must follow their own procedures in line with guidance.
- At an appropriate time, discuss with the young person the reason for their absence if unauthorised or persistent.
- Set goals and strategies to enable better attendance.
- Where appropriate discuss absence if unauthorised or persistent with parents/ carers. Offer advice and support on enabling better attendance.

If you have a concern about attendance

- Raise an issue with an Operations Manager.
- Raise an issue with the Operations Director.

Holidays and Requests for Absence During School Term Time

For any pupil, parents/carers must contact the commissioning body for request for absence/holiday.

Monitoring

Attendance information is kept and monitored by the Attendance Lead who supports the Operations Manager/Operations Director to evaluate the data and decide whether any action needs to be taken. Information taken into consideration includes individual pupil and whole cohort data relating to:

- Overall Attendance
- Overall Absence
- Persistent Absence (pupils missing 10% or more of sessions)
- Severe Absence (pupils missing 50% or more of sessions)
- Authorised Absence
- Unauthorised Absence

Attendance and Absence Information

- **Attendance %:** Number of present sessions divided by number of possible sessions.
- **Present Sessions:** Number of sessions with attendance code: /, \, B, J, L, P, V, or W.
- **Possible Sessions:** Number of sessions with attendance code: /, \, B, C, E, G, H, I.
- **Persistent Absence:** Pupil has an absent rate of 10% or more, for at least 20 possible sessions in the current academic year.
- **Severely Absent:** Pupil has an absence rate of 50% or more for at least 20 possible sessions in the current academic year.
- **Absence %:** Number of absent sessions divided by number of possible sessions.
- **Absent Sessions:** Number of sessions with attendance code: C, E, G, H, I, M, N, O, R, S, T, U, X.
- **Unauthorised %:** Number of unauthorised sessions divided by number of possible sessions.
- **Unauthorised Sessions:** Number of sessions with attendance code G, N, O or U.
- **Day(s) Absent in part or in full:** Number of unique dates with at least one absent session.
- **Full Days Absent:** Number of unique dates where both AM and PM sessions are absent sessions (see absent sessions).

Potential Further Action by the Commissioning Body

This attendance policy will be implemented thoroughly with all young people and the education provider or referrer and holder of the Education 1st contract – the commissioner. Education 1st staff will always assess the situation and inform the appropriate person with all the details of the young person absent from their provision.

If required for young people attending the provision, the Commissioning Body may commence more formal or legal proceedings in partnership with welfare services. These include:

- Attendance Contracts
- Education Supervision Orders
- Attendance Prosecution

- Parenting Orders
- Penalty Notices

Annex 1
School Attendance Codes, Descriptions and Meanings
New Codes or (Amended) Code Definitions from August 2024 in Italics

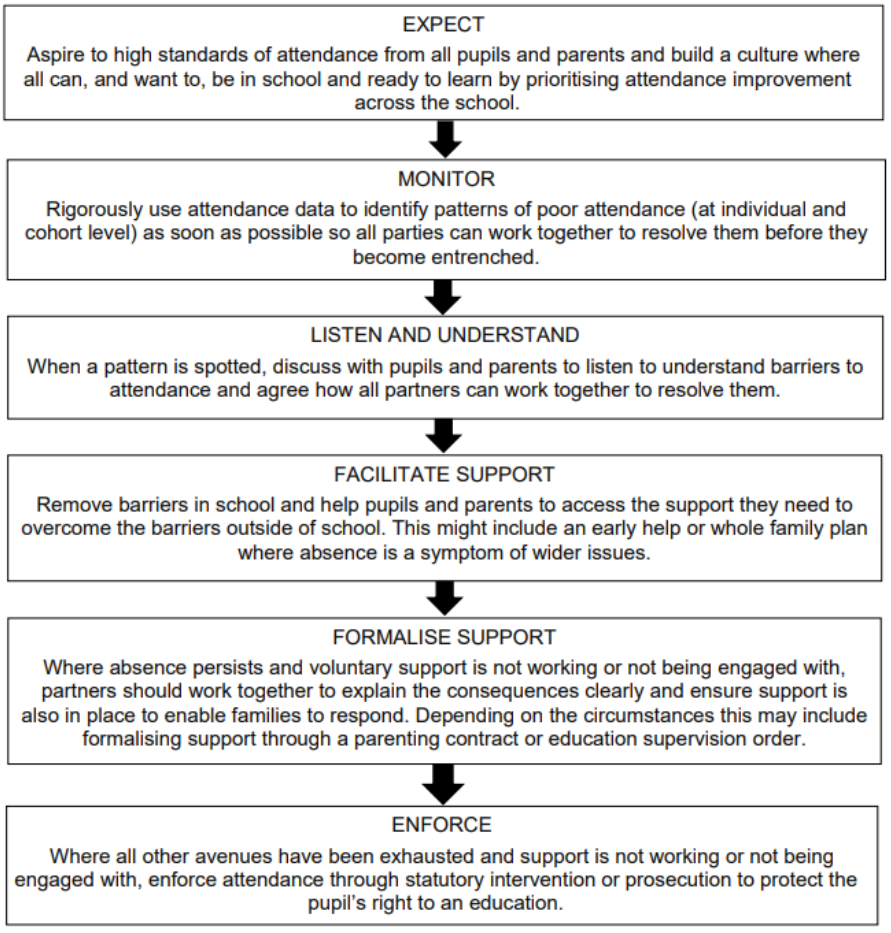
CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	*Attending any other approved educational activity*	Approved Education Activity
C	Leave of absence for exceptional circumstance	Authorised absence (not holidays)
C 1	*Leave of absence for the purpose of participating in a regulated performance or undertaking employment abroad*	Authorised absence
C 2	*Leave of absence for a compulsory school age pupil subject to a part-time timetable*	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
K	*Attending alternative provision arranged by the LA*	Approved Education Activity
J 1	Interview	Authorised absence
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q	*Unable to attend the school because of a lack of access arrangements*	Attendance not required
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y 1-7	A series of new codes (Y1 to Y7) have been introduced to expand on & replace the previous Y code which denoted 'unable to attend due to exceptional circumstances*	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Y1 - *'Unable to attend due to transport normally provided not being available'* (i.e. where the school is not within walking distance as per specified criteria)
Y2 - *'Unable to attend due to widespread disruption to travel'* (i.e. disruption caused by a local, national or International emergency)
Y3 - *'Unable to attend due to part of the school premises being closed'* (i.e where the pupils affected cannot practicably be accommodated in the remaining open parts of the school)
Y4 - *'Unable to attend due to the whole school site being unexpectedly closed'* (i.e. non-planned closures affecting all pupils)
Y5 - *'Unable to attend as pupil is in criminal justice detention'* (i.e. pupil is in police detention, remanded to youth detention, awaiting trial or sentencing or detained under a sentence of detention)
Y6 - *'Unable to attend in accordance with public health guidance or law'*
Y7 - *'Unable to attend because of any other unavoidable cause'* (i.e. where pupils can't attend due to any other unavoidable cause not covered by the other Y codes. The nature of the other cause also needs to be recorded)

KEY

Present
Approved Education Activity **The B code** used by schools for pupils attending non-school alternative learning provision like Education 1st. **The K code** used where pupils are *attending alternative provision where this has been arranged by the Local Authority.*
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

Annex 2

Working Together to Improve School Attendance

Published guidance (August 2024) states that successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to: