

Attendance Policy



Approved by:	CEO	Date: 20 th September 2024
Last reviewed on:	7 th July 2025	
Next review due by:	1 st July 2026	

ATTENDANCE POLICY

1. Principles
2. Practice

1. Principles

- Our learners are often those who have become acutely dis-engaged from learning and as such are often those who have extremely poor records of attendance.
- Regular and punctual school attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. Children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.
- We have a commitment to actively pursue each pupil's attendance by a system of daily phone calls home.
- Children are sometimes reluctant to attend school. Any concerns with regular attendance need to be investigated and robust action plans put in place. If a child is reluctant to attend, we will endeavour to be as flexible as possible in order to improve attendance and encourage their participation. We can offer a range of strategies to support attendance including changing their mode of attendance in-line with the RP School Journey. [RP StudentJourney School v1b 2025.pdf](#)
- We understand that absence from school may be a factor in a range of risks to the child, and we take our responsibility to monitor and follow up on unauthorised or persistent absences very seriously as part of our safeguarding policy.

2. Practice

- Releasing Potential uses the attendance codes set out by the DfE
- To ensure maximum attendance, if a student has given cause for concern with regard to a specific behaviour we may look to offer an alternative timetable the following session. This allows us to maximise our input to support their learning and understanding of their behaviours.
- Every half-day absence has to be classified by RP, **not the parents**, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required.

This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absence which have never been properly explained

Children who arrive at school after the register has closed will get a late mark

Releasing Potential works to maintain good working relationships with parents and carers and to this end will arrange welfare visits when unauthorised absence continues for more than 3 consecutive days, or a pattern of unauthorised absences is identified.

Parents/carers are to report absences by 9.30am to the school attendance phone on 07920 234663. Absences can also be emailed to: attendance@releasingpotential.com

- Parents/carers will also be informed by school if their child is absent where it has not been reported. This will be carried out by school admin or SLT responsible for attendance.
- Registers are updated twice daily on a MIS cloud-based system and for CLA students a report is sent weekly to Hampshire ASSET (virtual school) and West Sussex via their system.
- Authorised absences are sessions away from school for a reason such as genuine illness of the pupil or unavoidable cause.
- Unauthorised absences are those which RP does not consider reasonable and for which no "leave" has been given.
- Post 16 students can self-report absences on a case-by-case basis

Process for managing absence

[Attendance action plan.docx](#)

When dealing with non-attendance staff should always assess a child's vulnerability: immediate response

Staff should ask themselves the following questions:

- Is there good reason to believe that the child may be the victim of a crime?
- Does the child have a formal child protection plan?
- Is the child in care?
- Is there a person present in or visiting the family who poses an ongoing risk to children or who is suspected of harming child?
- Is there a history of family mobility?
- Are there immigration issues?
- Have parents been subject to proceedings in relation to attendance?
- Is there a history of poor attendance?
- In which age range is the child? Younger children are more at risk.
- Is this sudden or unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Has the child been a victim of bullying?
- Are there health reasons to believe the child is at risk?
- Has the child gone missing with their family?
- Are there cultural or religious reasons to believe the child is at risk e.g. forced marriage or rites of passage planned?

- Have there been past concerns about this child and family which together with the sudden disappearance are worrying, e.g. know history of drug or alcohol dependency within the family, known history of domestic violence?

If the answer to any of these is yes, the LA children's social care should be informed and reporting to the Police should be considered.

If the School can obtain no information about the child or family on Day One, and there is reason to believe the child is at risk of harm, the LA children's social care should be informed and reporting to the Police should be considered.

If the judgement reached on Day One is that there is no reason to believe the child is at risk of harm, then the school

Child missing from school for more than four weeks

- If a child continues to be missing from school for four weeks and the Local Authority has exhausted enquiries and has been unable to locate the pupil and her/his family, the child can be removed from the school roll and details of the child uploaded to the DfES Lost Pupil Database.
- If concerns remain in relation to the safety of the child, the LA education welfare service should continue to pursue reasonable enquiries and missing person activity. The DSL will follow up with the education welfare service to acquire updates for our files.

Hampshire

LIT referral – [Hampshire's Legal Intervention Team \(LIT\) | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

Hampshire Education Welfare Services - 0300 55 1384

MASH - 0300 555 1384

West Sussex

West Sussex Education Welfare Services - 01403 222 6450

Integrated Front Door - 01403 229 900