



Policy:	Attendance Policy
Version:	V 1.0
Approved by:	Charlotte Stephens Strategic Lead for Safeguarding and SEND
Date Reviewed:	May 2025
Next Review:	May 2026

Breakthrough Transformation Trust is committed to providing a full and efficient educational experience for all learners. We believe that if learners are to benefit from education, good attendance is crucial. As a Trust we do all that we can to ensure maximum attendance for all learners. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Our Trust will give a high priority to conveying to parents / carers and learners the importance of regular and punctual attendance. We recognise that parents / carers have a vital role to play and that there is a need to establish strong home-provision links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a learner's attendance we will investigate, identify and strive in partnership with parents / carers and learners to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the learner to full attendance at all times.

If a student is absent from the provision (unexplained), centre staff will ensure a phone call is made to the family home on the first day of absence to ascertain the reason for it. The centre will use all the contact numbers available if the primary contact cannot be reached.

If there are Safeguarding concerns, the named social worker and/or MASH will be contacted on the first day of absence.

To ensure the safety and wellbeing we will carry out Safe and Well checks for all students when they are absent from the centre. This check will require that we see the student either through a home visit or an on screen call. The frequency of these visits will be decided on a risk assessment basis.

LEGISLATION

Legislation and regulations govern what schools and parents are expected to do in relation to attendance. The key pieces of legislation include;

- Section 7 of the Education Act 1996, which creates a duty on parents to ensure their children attend regularly
- Section 434 of the Act, which requires schools to keep accurate attendance registers and places a duty on staff to do so accurately
- Section 444 of the Act which creates an offence that parents can commit if their children do not attend regularly and the Education (Learner Registration) (England) Regulations of 2006, which specify how registers will be kept

PRINCIPLES

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly. The national average attendance is 94%. We strive to support students and families to achieve well above average attendance.

We will work towards ensuring that all students feel supported and valued.

We will send a clear message that if a student is absent, she/he will be missed.

We will consult with all members of the Trust in developing and maintaining the attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance.

We will ensure that all staff are aware of the requirements of the registration process and that appropriate staff receive training.

Regular information will be sent to parents/carers and students informing them of attendance rates and related issues.

Promoting positive staff attitudes to students returning after absence will ensure regular evaluation of attendance policy and procedures by Seniors Leaders and the Trustees.

Consistent and vigorous monitoring and evaluation procedures will be in place. Parents/Carers are required to provide the provision with an explanation in the event of non-attendance.

Persistent non-attendance may be viewed as a safeguarding issue as it is a child's right to attend school.

PROCEDURES

- Clear start and finishing times of the day
- Guidance on the accurate completion of registers and reporting of attendance to the Local Authority
- The importance of punctuality and the response to lateness
- Clear guidance on authorised and unauthorised absence
- Respite care is regarded as authorised absence
- Referral routes with roles and responsibilities for students with emerging attendance problems
- Attendance % can also fluctuate through the health and wellbeing of the student
- Working practice with other colleagues such as social care or their mental health team
- The Trust will actively seek to support learning opportunities in cases where students have authorised absences such as hospital stays.

- The Trust will work actively to engage with students who are having difficulties attending on site, this may include outreach work in the home or community, online teaching, support from the Breakthrough Mental Health, Centre Team or flexible timetabling as appropriate
- In the case of an uncollected student at the end of the day where parents/carers are uncontactable the provision must refer to the social worker. If they are unavailable contact the duty social worker (the time frame for this is one hour from the end of the provision day).
- Attendance reporting for students with an on roll school or who have an EOTAS package will be established during the induction process

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Responsibility to promote attendance is the responsibility of the whole Trust community.

Policy Version and Date	Summary of Change	Amended by	Implementation Date
Version 1.0 June 2023	New policy		June 2023
Version 2.0 February 2024	Update to add sentence regarding Safe and Well Checks.	Charlotte Stephens	February 2024
Version 3.0	Removal of Families Team and addition of risk assessing frequency of Safe and Well Checks.	Charlotte Stephens	May 2025