



Attendance and Punctuality Policy

Version History:

Revised: 6th Nov 2024

Ratified by Trustees: 2nd Dec 2024

The importance of good attendance and punctuality

High attendance and punctuality are essential components in achieving Wyvern College's **Think, Grow**, Care education aims for all our students.

Furthermore, in law, every child has a right to a full-time education. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality. Research has shown that for a student to stand the best chance of reaching their full potential in academic achievement a high level of attendance is essential.

It is our duty as College staff and as parents/carers working together to consistently strive to achieve the highest possible attendance for all students. Regular opportunities will be used to convey to students and their parents the importance of high attendance and punctuality.

For our students to take full advantage of the educational opportunities offered it is vital they are at College, on time, every day the College is open. The routines children develop around attendance and punctuality at College are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and achievement of future aspirations depend on good attendance. Attendance has also been shown to be a protective factor for the most vulnerable students, reducing the chances of extrafamilial harms, such as gaining a criminal record.

This policy seeks to ensure that all parties involved in the practicalities of attendance and punctuality are well informed, understand their roles and with a particular emphasis on the need to work effectively together.

This policy follows the principles outlined in the Department for Education's *Working Together to Improve School Attendance: Statutory Guidance for Maintained Schools, Academies, Independent Schools, and Local Authorities* (August 2024). While this policy provides a framework for attendance practices, it is not exhaustive, and the College reserves the right to refer to government guidance or seek advice from the local authority's Attendance Support Team as appropriate.

Aims

This policy aims:

- a) To raise the importance of good attendance in line with Ofsted requirements
- b) Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- c) To improve punctuality
- d) To promote a consistent approach across the school to all matters relating to attendance
- e) To clarify the roles and responsibilities of all parties with respect to attendance
- f) To communicate to all relevant parties (staff, trustees, parents, pupil) the legal position with respect to attendance and the categories of absence which are deemed "authorised"
- g) To stress the need for home and school to work in close partnership to achieve high attendance
- h) Promote opportunities to celebrate and reward children for attendance and punctuality achievements

Key definitions

Persistently absent- cumulative attendance below 90%

Severely absent- cumulative attendance below 50%

DfE- Department for Education

Key contact for attendance queries

All attendance queries should be directed to our Attendance Officer:

Mrs Clark- k.clark@wyvern.hants.sch.uk

What does 'good attendance' look like?

Wyvern College expects all students maintain a cumulative attendance of over 95% and to aspire to an attendance of above 97%.

In addition to cumulative attendance, the College also monitors the number of **broken weeks** a student has. A broken week is when a student does not attend all sessions of school over a whole week. **Multiple broken weeks** can indicate a cause for concern and will be followed up on by the College.

Furthermore, the College monitors the number of unauthorised absences each student has against a national threshold (equivalent to **5 days in a 10-week rolling period**) and if this level is met or exceeded the College is required to consider issuing a Penalty Notice.

Parent/carers monitoring of a student's attendance and punctuality

The College provides tools and resources to help parents/carers monitor their child's attendance and punctuality:

- **EduLink App:** The EduLink App gives parents/carers quick access to important attendance and achievement information:
 - **Daily Lesson Attendance:** Track attendance and punctuality for each lesson every day
 - **Cumulative Attendance:** View cumulative attendance over the month or academic year
 - **Subject Attendance:** Monitor attendance and punctuality in individual subjects to help identify any patterns
 - **Achievement Record:** See your child's achievement record, where house points are awarded weekly for 100% attendance and punctuality, supporting and celebrating their consistency
- **Half-Termly Absence Reports:** These detailed reports provide a day-by-day breakdown of absences and late marks, making it easier to identify patterns and support good attendance

The College expects parents to make use of these tools to monitor their child's attendance and punctuality, to praise their child for good attendance and punctuality, and to identify if they require support from us in improving their child's attendance and punctuality.

Rewards and recognition

To encourage and celebrate good attendance and punctuality, the College has several rewards and recognition strategies:

- **Praise Trips:** Students with good attendance and punctuality may qualify for exciting praise trips, providing an additional incentive to attend regularly
- **Weekly Recognition:** Each week, students who maintain good attendance and punctuality are awarded house points. These points contribute to our house system, building a sense of pride and friendly competition

- **Termly Praise Postcards:** Students who demonstrate strong attendance each term receive praise postcards as a personal acknowledgment of their commitment
- **Celebration Assemblies:** Strong attendance is celebrated in year group assemblies, where students with exemplary attendance records receive rewards and recognition
- **Half-Termly Absence Reports:** Students with low absence rates are acknowledged via praise comments in half-termly absence reports, congratulating them for their dedication

To work consistently together, parents should monitor, acknowledge and celebrate achievements in overall attendance and punctuality rates, or improvements to them, that their child makes.

Support available

Support in school

We are committed to working together with parents and students to identify and address any barriers to attendance. By collaborating closely, we can develop effective support strategies to help students maintain consistent attendance. Our approach is as follows:

- **Identifying Barriers:** We understand that there may be various challenges impacting a student's ability to attend regularly. By working together, we can uncover these barriers and consider how to best support your child
- **Support and Adjustments:** Our pastoral team is ready to discuss and implement reasonable adjustments to overcome your child's barriers to attendance. These adjustments might include additional resources, flexible strategies, or support tailored to individual circumstances. We will also work with you to identify your role in improving your child's attendance
- **Open Communication:** To make a difference, we rely on open communication from parents. If there are issues impacting your child's attendance, please reach out to us. Together, we can create a positive plan to support your child's success and wellbeing

By working in partnership, we can ensure that every student has the support they need to overcome challenges and attend school regularly.

Mental health and attendance

DfE guidance recognises that students sometimes face emotional challenges that may make attending school feel difficult. Concerns about friendships, academic pressures, or personal issues can create understandable worries. Maintaining regular attendance, however, is often a crucial support in managing these feelings and helping students feel more connected and confident in school.

The guidance states:

“Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these pupils are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.”

If a student is feeling anxious or facing difficulties that affect their attendance, the College expects parents/carers to reach out to us and also to fully engage in the support we offer. We can provide support and connect parents with additional resources, such as referrals for counselling, the School Nursing Service, Mental Health Support Teams, or CAMHS (Child and Adolescent Mental Health

Services). Our aim is to work together to strive for the student's full-time, good attendance at school whilst getting them the support they need to achieve this.

Reporting an absence

All absences must be reported to the College by 8:15 a.m. on the day of the absence.

- **Reporting via Edulink App:** Parents/carers are requested to use the Edulink app to notify the College of any absences. To report an absence, log into Edulink, select the 'bell' icon, choose the appropriate start and end dates/times when prompted, enter the reason for absence, and press 'send.' A green tick will confirm successful submission. Notifications can be submitted at any time but must be sent before 8:15 a.m. on the day of the absence.
- **Alternate Reporting Methods:** If the Edulink app is unavailable, absences can also be reported by 8:15 a.m. via phone at 02380 692679 (select option 1, or extension 255) or by email at welfare@wyvern.hants.sch.uk. Please include the student's name, tutor group, reason for absence, and the anticipated date of return. A written note is only required if the absence has not been previously reported via Edulink, phone, or email; such notes should be submitted to the Welfare Office.
- **Daily Reporting Requirement:** For safeguarding purposes, parents/carers are required to inform the College of their child's absence each day they are unwell, unless it has been previously specified that the student will be absent for a set number of days. Wyvern College cannot assume that a student remains unwell without daily notification, as attendance is not automatically carried over.

Identifying reason for absence when no reason has been given

Wyvern College uses the 'SIMS InTouch' system to monitor daily attendance. If a student is not present for registration and no reason for absence has been provided, an automated text message will be sent to the parent/carer on record. The notification will state: "<First name> has been absent on the following date. Please respond by specifying the reason for absence."

Parents/carers are expected to reply promptly to this message to ensure the absence reason is updated in our system. If no response is received, additional messages may be sent, and, if necessary, the College will make further contact to confirm the reason for absence.

Reporting late arrivals

If a student will be late due to an appointment, parents/carers are asked to report this by 8:15 a.m. A note in the student's logbook is required unless the late arrival has been reported via phone or message. Upon arrival after morning registration, students must sign in at Student Services or the Welfare Office.

Medical appointments

Whenever possible, all medical appointments should be scheduled outside of College hours. If an appointment must take place during the College day, students are expected to attend College before the appointment and return afterward. Parents/carers should provide evidence of the appointment, such as an appointment card, letter, or note in the logbook signed by a parent/carer. The College reserves the discretion to record medical appointments as an authorised absence; however, if medical evidence is requested, it must be provided before the absence will be authorised.

Medical appointments or illnesses affecting one student should not impact the attendance of their siblings. For appointments at the start or end of the College day, arrangements should be made to ensure that siblings are brought to or collected from school at the standard times.

Illness

In general, students with mild respiratory symptoms, such as a minor cough, runny nose, or sore throat, should attend school. However, students should not attend if they have a temperature of 38°C or above.

If there is uncertainty about whether a student should attend, parents/carers are encouraged to seek guidance from the Welfare Office at welfare@wyvern.hants.sch.uk or by calling 023 80 692679, extension 255.

All medications brought to school must be clearly labeled with the student's name, dosage, and date. Parents/carers are responsible for ensuring that any medication stored at Wyvern College is within its expiration date, and should collect or return medications as needed during holidays.

For further information on whether a child is well enough to attend school, please refer to the NHS guidance: [Is my child too ill for school?](#)

The College reserves the discretion to record reported illness as an authorised absence; however, if medical evidence is requested, it must be provided before the absence will be authorised.

Long-term illness

Parents/carers are asked to inform the College if their child has a chronic or long-term illness, as we can explore various ways to support the student's continued education. Open communication with the College is essential to ensure appropriate support measures are in place. For any absence lasting seven days or more due to illness, medical evidence will be required.

Acceptable medical evidence

To authorise absences due to illness, the College may request medical evidence. Acceptable forms of medical evidence include:

- An appointment card indicating the student's name and date of absence
- A prescription with the student's name and relevant date of absence
- Medication labelled with the student's name and date of absence
- A hospital or specialist letter or appointment card indicating the student's name and date of absence

Providing one of these forms of evidence will help ensure the absence is recorded accurately as authorised.

Requesting leave of absence

In accordance with Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024, the Headteacher (or other designated person) may grant term-time leave of absence when specific circumstances apply. These circumstances are as follows:

- **Participation in a Regulated Performance or Employment Abroad:** Leave may be granted if the pupil is taking part in a regulated performance or employment abroad, in line with a

licence issued by a local authority, Justice of the Peace, or under a Body of Persons Approval (BOPA)

- **Attendance at an Interview:** Leave may be granted if the pupil needs to attend an interview for entry into another educational institution or for future employment. Requests must be made in advance by a parent with whom the pupil normally resides
- **Study Leave:** Leave for public examination study may be granted with prior agreement from the parent the pupil resides with. This does not include study leave for internal examinations, such as mock exams
- **Temporary Part-Time Timetable:** In exceptional circumstances, a time-limited part-time timetable may be arranged. This must be agreed upon by both the school and the parent with whom the pupil resides, specifying the dates and times the pupil will be required to attend school as part of this temporary arrangement
- **Exceptional Circumstances:** At the discretion of the Headteacher (or other designated person), leave of absence may be granted for other exceptional circumstances. The request must be made in advance by a parent with whom the student normally resides. Each application is reviewed individually, considering the specific facts, circumstances, and context of the request. If granted, the College will determine the length of time for which the pupil may be absent. Typical examples would include funerals, religious observance and unavoidable family emergencies.

The DfE guidance is clear in that it does not consider a desire for holidays or other leisure-based absences to be exceptional circumstances. Unauthorised term-time absences may result in a £160 fixed Penalty Notice for each parent per child.

Leave of absence will also not be granted for participation in protest activities during school hours.

To request leave during term time, parents/carers must complete a 'Request for Leave of Absence' form, available on the [attendance page](#) of the school website, and submit it prior to the absence.

Please note that the College can issue a maximum of two Penalty Notices within a rolling three-year period. If additional unauthorised absences occur that meet the national threshold within this timeframe, a referral to the local authority Attendance Legal Intervention Team may be made, potentially resulting in prosecution.

Attendance at educational activities off-site

In certain circumstances, students may attend educational activities off-site as part of their approved educational programme. This includes provision arranged by the local authority, educational visits or trips, participation in approved sporting activities, work experience, or other school-approved educational activities. It is at the College's discretion to determine whether these activities meet the necessary criteria, and we follow DfE guidance in applying the appropriate attendance code. Attendance at such activities is classified as attending an approved educational activity for statistical purposes.

Absence due to fixed-term suspension or expulsion

A penalty notice may be issued to parents who allow their child to be present in a public place during school hours without reasonable justification during the first five days of a suspension or expulsion. The College will provide notification to parents regarding the specific days when the pupil must not be in a public place.

This type of penalty notice is separate from those issued for non-attendance and does not fall under the National Framework or contribute to escalation limits for repeat attendance-related offences. The penalty is set at £120, reduced to £60 if paid within 21 days.

A suspension or expulsion is recorded as an authorised absence for statistical purposes.

Attendance Register

The formal Attendance Register is marked twice daily and shared with the DfE:

- AM session- 8:55am and closes at 9:25am
- PM session- 12:25pm and closes at 12:55pm

Students are expected to attend tutor time (or assembly) at the start of the school day at 8:25am.

Students arriving after the close of registration at 9:25 a.m. will be marked with an unauthorised absence code 'U,' in accordance with DfE guidance. This mark indicates that the student was on site but is legally recorded as an absence, limiting their maximum attendance for that day to 50%, the PM session only.

Attendance and punctuality to individual tutor time and lessons is also recorded for monitoring, behaviour management, reporting and safety purposes.

Lateness

The College has a centralised system used for monitoring lateness to tutor time and to lessons. A student's weekly count of lates will include both tutor time and lesson lates. Sanctions are applied based on the following thresholds:

- **1–3 Lates per Week:** No sanction
- **4–6 Lates per Week:** 30-minute after-school detention
- **7+ Lates per Week:** 75-minute after-school detention

If a student receives a sanction for lateness and parents would like further details they should contact detentions@wyvern.hants.sch.uk.

Unauthorised absences

Absences will be classified as unauthorised under the following circumstances:

- No letter or acceptable explanation is provided by parents/carers
- A request for absence was not made in advance when, in the College's discretion, it was feasible to do so
- The College, at its discretion, does not approve a request for absence made in advance
- The reason for the absence does not align with the categories of authorised absence

Typical examples of unauthorised absences include, but are not limited to:

Family-Related Absences

- Taking an unauthorised holiday during term time
- Acquiring cheaper flights or accommodating parental work commitments for a holiday during term time

- Visiting relatives
- Holidays abroad to visit a sick relative (except where the relative is seriously ill, in which case medical evidence may be required and the absence has been pre-authorised by the College)
- Family or birthday celebrations
- Extended weekends or “long weekends” added onto term-time for convenience
- Moving house or assisting in household moves
- Minding the house or caring for relatives
- Awaiting repair personnel or deliveries
- Parental illness
- Accompanying family members to events
- Acting as an interpreter for family members

Appointments and Personal Errands

- Non-medical appointments
- Attending appointments for siblings, parents/carers, or other relatives
- Shopping
- Buying shoes or getting a haircut
- Family errands (e.g., attending to a family business)
- Visiting Colleges or workplaces without prior authorisation by the College

Cultural and Religious Events

- Pilgrimages (excluding single-day religious observance)
- Celebratory or holiday events outside religious observance (e.g., cultural festivals not recognised as national holidays)

School-Related or Academic Issues

- Lack of school uniform or shoes
- School refusal
- Issues with bullying, conflict, meanness, unkindness or friendship problems
- Relationship issues with teachers
- Parental complaints or disagreements with the school

Health and Personal Wellbeing

- “Mental health day” without prior authorisation by the College
- Head lice
- Death of a pet
- Oversleeping or missing the bus

Entertainment and Leisure Activities

- Attending concerts, sports events, or other entertainment events during school hours
- Taking the day off after a family event, such as a wedding or reunion

According to DfE guidelines, the College reserves the final judgement on whether an absence is authorised. A note from home does not automatically qualify an absence as valid, justified, or authorised.

College monitoring, support and accountability for attendance and punctuality

The College regularly monitors each student's attendance and punctuality to identify key thresholds, patterns, and areas of concern, as well as to recognise students for praise and reward. Monitoring is conducted in the following areas:

- Cumulative attendance for the academic year and weekly
- Daily and lesson-by-lesson attendance and punctuality
- Reasons for absence
- Levels of unauthorised absence relative to the national threshold for penalty notices
- Number of broken weeks
- Attendance thresholds, including those below 94%, 90%, 80%, 50%, and any sustained periods below these levels

Attendance support and interventions are prioritised for students in vulnerable groups, specifically monitoring:

- Students with safeguarding needs
- Students with a Safety Plan
- Students with a Youth Offending Team worker
- Students with an Education, Health, and Care Plan (EHCP)

At the College, various key staff members, along with parents and carers, play essential roles in monitoring, supporting, and improving student attendance and punctuality:

Trustees

- Ensure compliance with statutory attendance requirements
- Approve and oversee the school's attendance policy
- Monitor attendance trends and school performance in this area
- Support strategic initiatives to improve attendance
- Hold school leadership accountable for attendance targets and interventions
- Review and evaluate attendance-related reports and data

Headteacher

- Provides overall leadership for attendance
- Ensures attendance policies meet statutory requirements
- Sets high expectations for attendance and punctuality
- Oversees strategic attendance initiatives and interventions
- Supports senior staff in complex attendance cases
- Communicates attendance priorities to the school community
- Engages with external agencies on attendance matters
- Reviews and approves Attendance Legal Intervention cases

Deputy Headteacher (Attendance Lead) & Assistant Headteacher (Attendance Lead Support)

- Develops attendance strategy
- Oversees systems and processes for attendance management
- Monitor whole school attendance and punctuality data

- Ensures policy compliance
- Manages Notice to Improve cases
- Oversees Attendance Legal Intervention referrals and cases
- Attendance reporting to trustees

Attendance Officer

- Maintains the Attendance Register
- Manages data and monitoring of attendance
- Leads Broken Weeks and Stage 1–3 interventions
- Alerts the Safeguarding Team and Behaviour Support Team of attendance concerns
- Issues Penalty Notices
- Signs students in and out of school

Welfare Officer

- Advises on medical issues impacting attendance and punctuality
- Oversees Individual Health Care Plans
- Signs students in and out of school

Pastoral Leaders and Deputy Pastoral Leaders

- Oversees Broken Weeks and Stage 1–3 interventions
- Addresses attendance and punctuality issues promptly

Tutors

- Provides weekly praise and rewards for good attendance and punctuality

Parents/Carers

- Ensure regular attendance and punctuality
- Notify the College promptly of any absences
- Inform the College of any issues affecting attendance and seek support where needed
- Fully engage with the support and interventions offered to improve attendance
- Support College policies and reinforce the importance of attendance

Students

- Attend every day unless they are ill or have an authorised absence
- Arrive to College on time
- Attend all tutor times, assemblies and lessons on time
- Take responsibility for registering at the Student Services desk if they are late
- Sign out at the Welfare Office if leaving the College site during College hours

Broken weeks monitoring, support and accountability

The College monitors broken weeks—instances where a student does not complete a full week of attendance—through the Attendance Officer and Pastoral Teams. These teams regularly review attendance patterns to identify any concerning trends that may indicate underlying issues. If multiple broken weeks are recorded, the College may issue a Broken Weeks letter to notify parents and make them aware of the emerging pattern.

This proactive approach enables the College to address potential attendance concerns early and offer support where needed, helping students to maintain consistent attendance and achieve their full potential.

Cumulative attendance monitoring, support and accountability

The College closely monitors students' cumulative attendance to ensure consistent attendance and timely support for those falling below expected levels. When a student's attendance drops below 94% (more than 6% absence), the following actions may be initiated, though movement between steps is subject to the professional judgement and discretion of College staff. While guided by the thresholds below, staff will consider each student's individual circumstances on a case-by-case basis.

- **Stage 1 Letter:** A formal letter is sent to inform parents that their child's attendance has fallen below 94%, identifying it as an area of concern.
- **Stage 2 Letter:** If attendance continues to decline, dropping below 90% (more than 10% absence), a second formal letter is sent expressing further concern. The Pastoral Team will contact the parents to discuss reasons for the absences and offer support.
- **Stage 3 Letter:** If attendance remains below 90% for an extended period or falls below 80% (more than 20% absence), a third formal letter is issued. The Pastoral Team will arrange a meeting with the parent and student to discuss a support plan aimed at improving attendance. Medical evidence will be required for illness-related absences moving forward, and absences will be marked unauthorised if evidence is not provided.
- **Notice To Improve Attendance Planning Meeting:** Should attendance not improve, a formal Notice To Improve letter will be issued, and the parent will be invited to meet with a Senior Leadership Team member to review attendance concerns. This meeting represents a final opportunity for support before further legal measures are considered.
- **Penalty Notice:** If there is no sustained improvement, a Penalty Notice will likely be issued, with a second notice possible if attendance issues persist.
- **Attendance Legal Intervention Team Referral:** If two Penalty Notices are issued within a three-year period and attendance does not improve, the College may refer the case to the local authority's Attendance Legal Intervention Team. The local authority will then decide whether to pursue prosecution or other measures to address the attendance concerns.

This structured approach provides support at each stage while allowing flexibility to account for individual student needs, ensuring attendance is addressed effectively before legal intervention is pursued.

Unauthorised absence monitoring, support and accountability

Separate from cumulative attendance monitoring, the College reviews unauthorised absences based on the national threshold to determine whether a Penalty Notice should be issued. If a student's number of unauthorised absences meets the threshold, the College will assess whether to issue a Penalty Notice or, if two notices have already been issued within a three-year rolling period, whether to refer the case to the Attendance Legal Intervention Team.

The national threshold for Penalty Notices is defined as **10 sessions of unauthorised absence within a rolling period of 10 school weeks**. This threshold can be met by any combination of unauthorised absences, such as:

- Consecutive absences (e.g., 10 sessions of unauthorised holiday taken in one week)
- Non-consecutive absences (e.g., 6 sessions in one week and 1 session per week over the following 4 weeks)
- Absences across terms or school years (e.g., 2 sessions in the Summer Term and 8 sessions in the Autumn Term)

Each school day comprises two sessions (AM and PM), so this threshold equates to 5 full days of unauthorised absence within 10 school weeks.

Penalty notices

A Penalty Notice may be issued if a student's level of unauthorised absence meets the national threshold, or as part of cumulative attendance monitoring after a Notice To Improve letter has been sent. Penalty Notices serve as a tool to address attendance issues and encourage improved attendance habits.

For further information, please refer to the local authority *Guide to Penalty Notices* available on the attendance page of our College website: [Attendance - Wyvern College - Think Grow Care](#).

Attendance Legal Intervention Team referrals

If a student's attendance does not improve despite extensive support efforts, the College may consider a referral to the Attendance Legal Intervention Team at the local authority. This referral is generally made only after all other collaborative support and interventions have been exhausted. The Attendance Legal Intervention Team works with schools to address persistent absence through targeted support and, if necessary, legal measures. Each case is considered individually, with the decision to involve the Legal Intervention Team based on the specific circumstances of the student and family.

When a referral is made, the local authority has a range of options to promote improved attendance, including:

- **Attendance Contracts:** Agreements with parents and students outlining attendance expectations.
- **Education Supervision Orders:** Court orders placing students under local authority supervision to ensure school attendance.
- **Attendance Prosecution:** Legal action taken against parents who fail to secure regular attendance for their child.
- **Parenting Orders:** Orders requiring parents to participate in counselling or guidance sessions to support attendance.
- **Penalty Notices:** Fines issued to parents for unauthorised absences.

The objective of any intervention is to support students and families in addressing attendance barriers, ensuring each student can fully engage with their education.

Safeguarding considerations

In accordance with DfE guidance, the College recognises that persistent absence and children missing in education can serve as vital warning signs of safeguarding issues, including neglect, sexual abuse, and child sexual and criminal exploitation. We remain vigilant to potential safeguarding concerns as part of our attendance monitoring and are committed to proactive action where needed.

The College has a statutory duty to report to the local authority any student who has been absent for 10 consecutive days without authorisation and where contact with the parent or carer has not been possible. This process ensures that 'Children Missing in Education' are identified and supported promptly.

Additionally, the College maintains a safeguarding duty of care to all students, including those absent from school. In collaboration with the Safeguarding Team, we will assess cases of extended

or concerning absence and may conduct home visits to confirm the student's safety and wellbeing. When necessary, we work with parents, local authorities, and external agencies such as Children's Services or the Police to fulfil our duty of care. The College is also expected to keep up to date on attendance issues any Social Workers or Youth Offending Team Workers working with students.

In cases where all support avenues have been provided, yet severe unauthorised absence persists, this may constitute neglect. Persistent and severe absence may lead to statutory involvement from Children's Services, who may conduct a full social care assessment to address any safeguarding concerns.

This comprehensive approach ensures that student safety and wellbeing are prioritised, supporting students at risk and maintaining their engagement with education.

Other relevant legislation and guidance

Relevant legislation

The Education Acts 1996 and 2002

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-Social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020

The School Attendance (Pupil Registration) (England) Regulations 2024

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007, as amended

The Education (Information about Individual Pupils) (England) Regulations 2013

The Children and Young Persons Acts 1933 and 1963

The Equality Act 2010

Relevant government guidance

Children missing education

Keeping children safe in education and Working together to safeguard children

Special educational needs and disability code of practice: 0 to 25 years

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies and pupil referral units in England

Supporting pupils at school with medical conditions

Arranging education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and Colleges

Preventing and tackling bullying

Providing remote education