



Chevin Academy Alternative Provision (Education other than in / at School / College)

Attendance and Absence Policy

1. Purpose

This policy aims to promote excellent attendance and punctuality among all students at Chevin Academy's Alternative Provision (Education other than in / at School / College), recognising its critical importance in enabling students to achieve their educational potential and prepare for successful adulthood. It sets out clear expectations, responsibilities, and procedures for monitoring, recording, and addressing attendance and absence in compliance with statutory requirements and safeguarding guidance.

2. Scope

This policy applies to all students registered within the Alternative Provision at Chevin Academy, including those with Education, Health and Care Plans (EHCPs), and students accessing part-time or remote education.

3. Legal Framework and Guidance

- Education Act 2011 and any relevant subsequent updates
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Children Act 1989
- Keeping Children Safe in Education (DfE, 2025)
- The Children and Families Act 2014
- SEND Code of Practice (2015)
- Education and Inspections Act 2006
- Equality Act 2010
- DfE guidance: Working together to improve school attendance

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4. Principles

- Regular attendance is essential for effective learning, social development, and wellbeing.
- Every student's attendance will be actively supported and monitored.
- Absences will be rigorously followed up to ensure learner safety, wellbeing, and engagement.
- A collaborative approach will be taken involving students, families, staff, local authorities, and external agencies to remove barriers to attendance.
- The policy recognises the unique challenges faced by students in alternative provision and seeks to balance high expectations with appropriate support.

5. Roles and Responsibilities

Director:

- Approve and review the attendance policy annually.
- Monitor attendance data and hold senior leaders accountable.
- Ensure consistent implementation of this policy and lead attendance monitoring.
- Report attendance trends and issues to partner agencies.
- Authorise absence and oversee escalation procedures.

Teaching Staff:

- Maintain accurate registers and produce attendance reports.
- Contact families promptly regarding unexplained absences-within 30 minutes of non-arrival.
- Coordinate interventions for persistent absence or lateness.

All Staff:

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- Register students accurately at each session.
- Promote attendance via encouragement, rewards, and role-modelling.
- Communicate concerns early to Director or Learning Manager(s).
- Support reintegration after absences.

Students/Parents/Carers:

- Ensure students attend punctually and regularly.
- Inform the Academy promptly of any absence with valid reasons.
- Cooperate with attendance interventions and support plans.

Students:

- Attend all timetabled sessions punctually and consistently.
- Inform staff of any issues affecting attendance.

6. Attendance Registration

- The Academy will take registers at the start of every session, recording attendance in accordance with statutory codes.
- Registers will be recorded electronically and stored securely.
- Late arrivals will be recorded, monitored and followed up.

7. Authorised and Unauthorised Absence

Authorised Absence:

- Illness or medical appointments (where unavoidable) verified by parents/carers/health agencies
- Approved religious observance

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- Exceptional family circumstances agreed with the Academy.
- Interviews / work trials / induction days at new providers

Unauthorised Absence:

- Unexplained absence.
- Family holidays during term time are not authorised.
- Absences without satisfactory explanation or without Academy consent.

8. Follow-up of Absences

- Students/Parents/carers must notify the Academy on the first day of absence.
- Staff will make prompt contact if there is no notification.
- Welfare checks will be conducted where concerns arise around the Young Person's well-being.
- Persistent absence (below 90%) will trigger a pastoral review and a multi-agency meeting if needed.

9. Support and Intervention

- Individual attendance action plans will be developed for students with attendance concerns.
- Tailored support including mentoring, counselling referrals and health referrals may be provided
- Persistent absence may result in the Local Authority withdrawing funding for the educational placement.

10. Part-time and Reduced Timetables

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- Any reduced or part-time timetable must be agreed in writing, with clear review dates, ensuring no disadvantage to the student's progress and safeguarding, however flexibility can be discussed individually to support attendance at the Learning Environment. This must also be agreed with the local funding authority.

11. Children Missing Education (CME)

- The Academy will comply with statutory guidance on removing students from the register, notifying local authorities, and following up on prolonged unexplained absences.

12. Monitoring and Reporting

- Attendance data will be analysed regularly by cohort, group, and protected characteristic.
- Reports will be shared with Directors and relevant authorities as required.
- Patterns such as persistent absence, lateness, and clustering in vulnerable groups will be targets for focused action.

13. Equality and Inclusion

- Attendance support and interventions will be inclusive and sensitive to cultural, medical, SEND and social needs.
- Reasonable adjustments under the Equality Act 2010 will be made to facilitate access.

14. Policy Review

This policy will be reviewed annually and updated in line with changes in legislation and best practice.

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