



Attendance Policy

2025/2026

Policy issue and updates

Pages	Issue number	Date
New policy	1	December 2025

The following policy has been approved by the CEO, COO, and Governing Board of Directors.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by CEO: December 2025

Board signatory: 

Planned Review: August 2026

1. Policy overview

- 1.1 Regular engagement with online education is essential if children and young people are to achieve their full potential. Progress Schools Online believes that consistent participation in live lessons and online learning activities is the key to enabling students to maximise educational opportunities and become emotionally resilient, confident, and competent adults who can realise their full potential and make a positive contribution to their community. Progress Schools Online encourages students and parents/carers to aspire for 100% attendance, although attendance below 85% or patterns of absences will initiate early and formal intervention work to prevent further absence and risk of becoming children missing education (CME).
- 1.2 We acknowledge that attendance is a matter for the whole school community. Our attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour, online safety, and curriculum.
- 1.3 As a full-time online school, attendance is recorded based on student engagement with scheduled live lessons and online learning activities. Students are expected to log in to their virtual learning environment, participate in live teaching sessions, and complete work as directed by their teachers.

2. Legal obligations

- 2.1 The Education Act 1996 states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise. For students enrolled at Progress Schools Online, this means regular participation in our online education programme.
- 2.2 A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. Raising of the participation age (RPA) does not affect the compulsory school age. However, its effect is that a person who ceased to be of compulsory school age but has not yet reached the age of 18 (or attained a level 3 qualification), is under a duty to participate in education or training.
- 2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

- 2.4 The Education (Pupil Registration) (England) Regulations 2006 (as amended) require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. Progress Community complies with this requirement by recording attendance through our management information system (Arbor) at designated registration times.
- 2.5 The register must record the details for each student to identify whether they are:
- Present (logged in and participating in online learning)
 - Attending an approved educational activity
 - Absent; or
 - Unable to attend due to exceptional circumstances
- 2.6 All attendance data is recorded electronically in Arbor and shared with commissioning bodies, local authorities, and referring schools as required by statutory guidance. Vedamo (online learning environment) captures attendance and engagement (e.g. how long was spent in the online classroom).

3. Defining attendance in an online school environment

- 3.1 **Present at online school** means that a student has:
- Logged in to the virtual learning environment at the designated registration time
 - Joined scheduled live lesson(s) via the online platform
 - Actively participated or been visible/responsive during the session
 - Engaged with learning activities as directed by teaching staff
- 3.2 **Morning registration** will take place at 9:15 AM. Students must log in to the virtual learning platform by this time. The morning register will close at 9:30 AM.
- 3.3 **Afternoon registration** will take place at 1:15 PM. Students must be logged in and participating in their scheduled afternoon session. The afternoon register will close at 1:30 PM.

- 3.4 Students who log in after the register has closed (after 9:30 AM for morning session or after 1:30 PM for afternoon session) will be marked as arriving after registration has closed (code U), which counts as an unauthorised absence.
- 3.5 **Technology issues:** Where a student cannot access online learning due to technical difficulties (internet outage, device failure, platform issues), the parent/carer must notify the school immediately. The school will investigate and, where verified, may authorise the absence or make alternative arrangements. Repeated technology-related absences may require a review of the student's suitability for online learning or provision of technical support.
- 3.7 **Safeguarding and welfare checks:** If a student does not log in at registration time and no contact has been received from the parent/carer, the school will:
- Attempt to contact the parent/carer by phone and text immediately
 - Make additional contact attempts throughout the day
 - Conduct welfare checks in accordance with our safeguarding policy
 - Notify the commissioning body and/or social worker for students with child protection plans or deemed higher risk

4. Categorising attendance

- 4.1 All students will be categorised using one of the codes below following the guidance from 'Working together to improve school attendance' (DfE, August 2024).

Present at Online School

- **/ \ Present** (/ = am, \ = pm) – Student logged in and participated during registration period
- **L** Late arrival before the register has closed – Student logged in after start time but before register closed

Present at Approved Off-Site Educational Activity

- **B** Off-site educational activity (e.g., supervised educational visit, approved in-person activity)
- **D** Dual Registered – at another educational establishment
- **J** At an interview with prospective employers, or another educational establishment
- **P** Participating in a supervised sporting activity

- **V** Educational visit or trip
- **W** Work Experience
- **K** Attending education provision arranged by the Local Authority

Authorised Absence from School

- **C** Leave of absence authorised by school for exceptional circumstances / Holidays for service children
- **E** Excluded but no alternative provision made
- **I** Illness (not medical or dental appointments)
- **M** Medical or dental appointments
- **R** Religious observance
- **S** Study leave
- **T** Gypsy, Roma and Traveller absence
- **Y1** Unable to attend due to transport normally provided not being available (where applicable)
- **Y2** Unable to attend due to widespread disruption to travel
- **Y3** Unable to attend due to part of the school premises being closed (e.g., platform outage beyond school control)
- **Y4** Unable to attend due to whole school being closed
- **Y5** Unable to attend as pupil is in criminal justice detention
- **Y6** Absent in accordance with public health guidance or law
- **Y7** Unable to attend because of other unavoidable cause (including verified and exceptional technology failure)
- **C1** Leave of absence for the purpose of participating in a regulated performance
- **C2** Leave of absence for a compulsory school age pupil subject to a part-time timetable

Unauthorised Absence from School

- **G** Holiday not authorised by the school or in excess of the period determined by the Head of School
- **N** Reason for absence not yet provided
- **O** Absent from school without authorisation
- **U** Arrived in school after registration closed (logged in after 9:30 AM or 1:30 PM)

Administrative Codes

- **X** Not required to be in school
- **Z** Pupil not on admission register
- # Planned whole or partial school closure (Bank holidays, Inset days)

5. Absence procedures

- 5.1 Absences can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.
- 5.2 Parents/carers should advise school by telephone or via the online portal on the first day of absence and provide an expected date of return. This should be followed up in the form of a written note or email from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.
- 5.3 Absences will be defined as follows:

5.3.1 Illness

In most cases a telephone call or email from the parent/carer informing Progress Schools Online that their child is ill will be acceptable. Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, or doctor's note.

5.3.2 Medical/Dental Appointments

Parents/carers are advised where possible to make medical and dental appointments outside of school hours. Where this is not possible, students should participate in online lessons for the remainder of the day. Parents should provide evidence of the appointment (appointment card, confirmation email, text message). Students are expected to log back in to their scheduled lessons after the appointment.

5.3.3 Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison, or part-time timetable agreed as part of a reintegration package or pastoral support plan.

5.3.4 Excluded (No alternative provision made)

Exclusion from attending school is counted as an authorised absence. The student's teacher will make arrangements for work to be provided.

5.3.5 Family Holidays and Extended Leave

Parents/carers are strongly advised to avoid taking their children on holiday during term time. Parents/carers do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 school sessions (5 days), they will miss 5% of their education during that academic year.

Up to 5 school days leave in any one school year **may** be granted at the discretion of the Head of School and only in exceptional circumstances.

1. Parents/carers wishing to take their child on holiday during term time must send a written request to the Head of School before holiday arrangements are made. Retrospective requests will not be considered and will result in the absence being categorised as unauthorised.

2. Each request will be considered individually and will take the following factors into account:
 - Length of the proposed leave
 - Age of the student
 - The student's general absence/attendance record
 - Proximity of any examinations/assessments
 - Student's ability to catch up the work missed
 - Student's educational needs
 - General welfare of the student
 - Circumstances of the request
 - Purpose of the leave
 - Previous term time holidays taken
 - When the request was made
 - The referring school's opinion where applicable

3. All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return
- That parents/carers must contact school should any delays occur
- That the student's place may be withdrawn if the family do not return as expected

4. If a student fails to return and contact with the parents/carers has not been made or received, the school may remove the student from the school roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

5. If permission to take leave is not granted and the student is still absent, the absence will be unauthorised. In such cases the referring school/local authority may issue a penalty notice.

6. Only in exceptional circumstances will absence of more than 5 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents/carers will be required to justify why the leave needs to be taken during term time.

5.3.6 Religious Observance

We acknowledge the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends, necessitating consideration of authorised absence or special leave for religious observance.

1. It is reasonable for a parent to allow their child not to attend Progress Schools Online on any day of religious observance if recognised by the parent's religious body.
2. Parents are requested to give advance notice if they intend their child to be absent.
3. However, in the interests of fulfilling academic requirements and limiting the authorised absence rate, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

5.3.7 Study Leave

Study leave may be granted for Year 11 pupils approaching GCSE examinations. Where commissioned, referring schools may offer in-person study programmes during this period. Progress Schools Online does not routinely offer study leave. Students will only be granted leave early at the request of the referring/commissioning school.

5.3.8 Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to participate in online education as regularly and as frequently as possible.

1. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending Progress Schools Online as regularly as that trade permits.
2. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.
3. When travelling, if a family can reasonably access online lessons from their location (with suitable internet connectivity and device access), then the expectation is that their child will participate in lessons.
4. Progress Schools Online will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. The student's school place will be kept open for them whilst travelling, provided ongoing dialogue is maintained.
5. Progress Schools Online can only effectively operate as the child's base school if engaged in ongoing dialogue with Traveller families. This means that parents must:
 - Advise of their forthcoming travelling patterns before they happen; and
 - Inform the school regarding internet access and ability to participate remotely
 - Inform the school regarding proposed return dates
6. We will authorise absence of Traveller children if we are satisfied that a family is travelling and either:
 - The child is participating in online lessons remotely where connectivity allows; or
 - Internet access is genuinely not available and the family has given indication that they intend to return
7. Where Traveller children are registered at Progress Schools Online and are known to be present at a location with internet access and are not participating in online lessons, the absence will be investigated in the same way as for any pupil.

5.3.9 Late Arrival

Morning registration begins at 9:00 AM although students may access the platform and pre-session resources from 8:30 AM. Students who log in after 9:00 AM but before 9:30 AM will be marked as present but arrived late (code L). The register will close at 9:30 AM. Students logging in after 9:30 AM will be recorded as unauthorised absence (code U – arrived after register closed).

1. Students arriving after the close of register must ensure they join the next available scheduled lesson and notify their teacher of their presence.
2. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment with proof, or verified technology issue.
3. The absence will remain recorded as unauthorised if the student has logged in late without justifiable cause.

5.3.10 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it has been accepted as such by Progress Schools Online.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday
 - Shopping
 - Having their hair cut
 - Closure of a sibling's school for INSET (or other) purposes
 - "Couldn't get up" or "Overslept"
 - "Forgot to log in"
 - Illness where the child is considered well enough to attend online school
 - Technology issues that could have been resolved or reported in advance
- Holidays taken without the authorisation of school

6. Deletions from the register

6.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The student has been registered at another school
- The school attendance order is revoked by the local authority
- The student has ceased to be of compulsory school age

- Permanent exclusion has occurred, and procedures have been completed
- Death of a student
- Transfer between schools
- Student withdrawn to be educated outside the school system (parent electing to home educate)
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the student
- A medical condition prevents their attendance and return to the school before ending compulsory school age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the student
- Left the school but whereabouts unknown after both the school and the local authority have tried to locate the student
- The commissioning body/referring school no longer funds a placement at Progress Community

6.2 Progress Community will follow the local authority's 'Children Missing Education' Protocol when a student's whereabouts is unknown.

6.3 Before removing a student from roll, the school will:

- Make reasonable enquiries to establish the whereabouts of the child
- Liaise with the commissioning body and local authority
- Follow all safeguarding procedures
- Complete a Common Transfer File (CTF) where appropriate

7. Roles and responsibilities

7.1 Senior Leadership Team

The Progress Community Senior Leadership Team will:

- Ensure that the importance and value of good attendance is promoted to students and their parents/carers
- Annually review the Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that the Education (Pupil Registration) (England) Regulations 2006 and other attendance-related legislation is complied with

- Agree school attendance targets and submit these to referring schools/agencies within agreed timescales each year
- Monitor school attendance and related issues through termly reporting at senior management meetings
- Ensure that the Head of School leads on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all students
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of early interventions
- Maintain accurate records in Arbor MIS and provide access to the DfE for daily attendance data sharing

7.2 The Head of School

The Head of School will:

- Actively promote the importance and value of good attendance to students and their parents/carers
- Form positive relationships with students and parents/carers, listening to and understanding barriers to attendance, working with families to remove them
- Ensure that there is a whole school approach which reinforces good attendance through engaging online teaching and learning experiences
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues in an online context
- Ensure that the Education (Pupil Registration) (England) Regulations 2006 and other attendance-related legislation is complied with
- Return school attendance data to commissioning bodies/Senior Leadership Team as required and on time
- Report school attendance and related issues through termly reporting to the Senior Leadership Team
- Ensure that systems to report, record and monitor attendance are implemented effectively through Arbor
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support
- Interpret data to devise solutions and evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support students and their families
- Share information and work collaboratively with commissioning schools, local authorities, and other partners when absence is at risk of becoming persistent or severe

- Follow the local authority's procedure for reporting children at risk of becoming CME
- Document interventions to a standard required by the local authority should legal proceedings be instigated
- Ensure all attendance data is inputted into Arbor management system and shared as statutorily required

7.3 Teaching and Support Staff

Teaching and support staff will:

- Actively promote the importance and value of good attendance
- Form positive relationships with students and parents/carers
- Contribute to engaging online teaching that encourages attendance and achievement
- Take electronic registers accurately and on time through Arbor at both morning and afternoon registration periods
- Report concerns about non-attendance immediately to the Head of School
- Monitor student engagement during live lessons and report concerns about disengagement or absence patterns
- Comply with the Education (Pupil Registration) (England) Regulations 2006 and other attendance-related legislation
- Contribute to analysis of attendance data and evaluation of interventions
- Work with other agencies to improve attendance and support students and their families
- Document interventions and communications with families appropriately

7.4 Community Teachers (on-ground staff)

Our Community Teachers will:

- Support students and families to improve attendance by addressing barriers
- Conduct physical welfare visits and phone calls with families
- Work with families to develop attendance action plans
- Coordinate with local authorities, social workers, and other professionals
- Monitor attendance data and identify pupils requiring targeted intervention
- Deliver attendance interventions and support programmes
- Maintain accurate records of all contacts and interventions

7.5 Parents and Carers

We request that parents/carers:

- Talk to their child about school and take a positive interest in their child's work and educational progress
- Instil the value of education and regular attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Ensure their child logs in to online lessons on time each day
- Contact Progress Community if their child is absent to explain the reason and provide expected date of return
- Follow this up with written confirmation (email acceptable) where possible
- Try to avoid unnecessary absences and make appointments outside of school hours wherever possible
- Ask school for help if their child is experiencing difficulties
- Inform school of any change in circumstances that may impact attendance (e.g., technology issues, changes to home environment, health concerns)
- Support the school by acknowledging the importance of consistent online attendance
- Ensure their child has a suitable learning environment, appropriate technology, and reliable internet access
- Encourage routine at home, including consistent sleep schedules and preparation for online learning
- Ensure their child is appropriately supervised during online lessons (particularly for younger or vulnerable pupils)
- Not keep their child away from online school for non-essential reasons
- Avoid taking their child on holiday during term-time; where unavoidable, send a written leave request to the Head of School in advance
- Understand that taking a child out of school for an accumulative total of 5 days or more (10 sessions) may result in referral to the Local Authority for consideration of legal action, which could include:
 - A Penalty Notice payable up to £160 fine
 - Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to £1,000
 - Prosecution under s444(1)(a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment

Please see Section 9 'Legal Sanctions' for when penalty notices will be considered.

8. Using attendance data

- 8.1 Student attendance will be monitored daily and may be shared with the Local Authority, commissioning bodies, referring schools, and other agencies if a student's attendance is a cause for concern.
- 8.2 Daily and weekly attendance reports are generated from Arbor and analysed by the Head of School and Community Teachers to consider next steps and actions for individuals deemed as irregular attenders.
- 8.3 Every half term (minimally), the Head of School will provide all staff with attendance data for the previous half term for each student during review meetings. Staff can regularly view attendance data through Arbor.
- 8.4 Attendance data will be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.
- 8.5 We will share attendance data with commissioning schools/agencies and local authorities as required by statutory guidance and contractual obligations.
- 8.6 From the start of the 2024/25 academic year, it is mandatory for schools to share daily attendance data with the DfE. Progress Community complies with this requirement through our Arbor MIS system.
- 8.7 All information shared will be done so in accordance with the Data Protection Act 2018 and UK GDPR.

9. Support to improve attendance

- 9.1 We recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or related to the online school environment (e.g., anxiety about technology, feeling isolated, difficulty engaging remotely). Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or engagement in online school.
- 9.2 We also recognise that some students are more likely to require additional support to attain good attendance, for example those students with social, emotional and mental health needs, special educational needs, those with physical or mental health needs, migrant and refugee students, and looked after children. Our Community Teachers can work closely with families in the community alongside the Head of School to provide support.

- 9.3 We will implement a range of strategies to support improved attendance in an online school context. Strategies used will include, but are not restricted to:
- Attendance information and guidance for parents/carers about online learning expectations
 - Community Teacher home visits or phone calls to discuss barriers and set targets
 - Attendance incentives, certificates and prizes
 - Technical support to ensure students can access the platform reliably
 - Personalised timetables where appropriate
 - Mentoring and pastoral support
 - First response protocol – telephone/text contact from the moment the student is identified as absent
 - Early intervention – contact prior to registration closing to prompt login
 - Regular student progress reviews
 - Visual attendance displays and tracking for students
 - Engaging lesson content and varied teaching approaches
 - Opportunities for social interaction within the online environment
 - Parental engagement sessions explaining online learning expectations
- 9.4 Support offered to families will be child-centred and planned in discussion and agreement with both parents/carers and students during review meetings.
- 9.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, we will consider the use of legal sanctions in conjunction with the referring school/commissioning agency and local authority where applicable.
- 9.6 Our Community Teachers work groups of up to 8 students to support them and their families to improve attendance by using a series of interventions relevant to the individual student. This assists in breaking down barriers that prevent good attendance, including those specific to online learning environments.

10. Legal sanctions

- 10.1 Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court.
- 10.2 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child (including attendance at a registered online school) if they are a registered pupil and of compulsory school age, then they are guilty of an offence.
- 10.3 A parent found guilty of this offence can be fined and/or imprisoned.
- 10.4 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

<p>10.4.1</p>	<p>A Parenting Contract is a voluntary agreement between school and the parent; it can also be extended to include the child and any other agencies offering support to resolve difficulties leading to improved attendance.</p>
<p>10.4.2</p>	<p>The contract will outline attendance targets and will detail agreed actions that will help achieve the target. The contract will be reviewed regularly.</p>
<p>10.4.3</p>	<p>The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.</p>
<p>10.4.4</p>	<p>Parenting Contracts will be used in accordance with the relevant Local Authority's Parenting Contract Protocol.</p>

10.5 Penalty Notices

Penalty Notices (issued via the Local Authority) will be considered when:

- A student is absent from online school for the purpose of a holiday in term time and the absence has not been authorised
- A student has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve

- 10.5.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a fine is paid within 28 days, or a higher amount if paid within 42 days of the date the notice was issued.
- 10.5.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
- 10.5.3 Penalty Notices will be used in accordance with the relevant Local Authority's Penalty Notice Protocol.

11. Progress Community non-attendance procedure

Day 1: Student not logged in by 9:30 AM

- Automated text message sent via Arbor to parent/carer (Priority 1)
- Follow-up phone call from staff member
- Contact log updated in Arbor and registers marked

If no contact obtained by end of Day 1:

- Second phone call attempt in the afternoon
- Email sent to parent/carer

After 2 days of no response:

- Letter sent home
- Welfare check arranged (in-person by Community Teacher)

For children on Child Protection plan or deemed higher risk:

- If no response after 1-day, immediate welfare visit arranged in liaison with social worker

After 2 weeks of unsatisfactory attendance:

- Community Teacher sends Initial Letter (Letter 1)

If no significant improvement in 2 weeks following Initial Letter:

- Invitation Letter sent (Letter 2) inviting parent/carer to attendance meeting

Attendance meeting held (virtual or in-person):

- Complete School Attendance Meeting form (Form 3)
- Agree action plan and targets

If parent/carer did not attend meeting:

- Send 7 Day Letter (Letter 4a)
- Parent/carer has 7 days to rearrange meeting
- No response = Local Authority Referral (liaise with commissioning body)

If parent/carer attended meeting:

- Send Summary of Meeting Letter (Letter 4b)
- Monitor attendance against agreed action points

When action points not being addressed:

- Local Authority Referral (liaise with commissioning body)

12. Monitoring and review

- 12.1 This policy will be reviewed annually by the Senior Leadership Team and Head of School.
- 12.2 The policy will be updated to reflect changes in statutory guidance, DfE online education accreditation requirements, and best practice in online education.
- 12.3 Attendance data and the effectiveness of interventions will be reviewed termly by the Senior Leadership Team.
- 12.4 The policy is available to parents/carers via the school website and is provided to all families upon enrolment.

13. Related policies

This Attendance Policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Participation Policy (Behaviour)
- Anti-Bullying Policy
- SEND Policy
- Admissions Policy
- GDPR and Data Protection Policy