RHK Education

Attendance and Absence Policy

Policy Reviewed: August 2025

Director: Ruth Knight

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Statement of intent

RHK Education believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend RHK Education.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at our centre, as well as strong and trusting relationships with pupils and parents.

We take a whole-centre approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

RHK Education's attendance officer is Ruth Knight, and can be contacted via **ruth@rhkeducation.co.uk**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2022) 'Working together to improve school attendance'
- DfE (2025) 'Children missing education'
- DfE (2024) 'Providing Remote Education'
- DfE (2024) 'Working together to improve school attendance'
- DfE (2025) 'Keeping children safe in education (KCSIE) 2025'
- DfE (2024) 'Sharing daily pupil attendance data'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following provision policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending RHK Education for any reason

Authorised absence:

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination

- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstances
- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

Unauthorised absence:

- Code G: Holiday not granted by the school
- Code N: Reason for absence not yet established
- Code O: Absent in other or unknown circumstances
- Code U: Arrived in school after registration closed

Persistent absence (PA):

- Missing 10 percent or more Education at RHK Education across the year for any reason
- Not registered at a school and not receiving suitable education in a setting other than a school

3. Roles and responsibilities

The director has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the.
- Promoting the importance of good attendance through the RHK Education's ethos and policies.
- Ensuring provision leaders fulfil expectations and statutory duties including accurate maintenance of the attendance register and the sharing of information with the DfE and LA
- Ensuring the provision works effectively with local partners to help remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.

- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the RHK Education's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The head of centre is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the RHK Education.
- Monitoring absence and reporting it to the director.
- Undertaken the attendance officer role.
- Ensuring all parents are aware of the RHK Education's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Issuing fixed penalty notices where necessary, or delegating this responsibility as appropriate.
- Sharing information and working collaboratively with the LA by notifying them when a pupil's name is added to or removed from the school's admissions register outside standard transition times.
- Providing the LA with the names and addresses of pupils of compulsory school age who fail to attend school regularly, or who have been absent without authorisation for a continuous period of ten school days.
- Informing the LA of any pupil of compulsory school age who has been recorded as unwell and whom the school reasonably believes will miss 15 school days consecutively or cumulatively due to illness.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the RHK Education day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in RHK Education.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the RHK Education with more than one emergency contact number.
- Updating the RHK Education if their details change.
- The attendance of their children at RHK Education.
- Promoting good attendance with their children.
- Contacting RHK Education to report their child's absence before the beginning of the school day and advising on when it is expected that their child will return.
- Requesting leave of absence only in exceptional circumstances, and in advance.

Pupils are responsible for:

- Attending all their timetabled lessons and any agreed activities when at RHK Education.
- Arriving punctually to lessons when at RHK Education.

4. Attendance expectations

RHK Education has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend RHK Education every day they are required to be at RHK Education, for the full time they are required to be in provision.
- Attend RHK Education punctually.
- Attend every timetabled lesson.

RHK Education day starts at 9:30am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the RHK Education site by 9.25am. Pupils will have a morning break at 10:40am, which will last until 11:00am, and a lunch break at 12:30pm, which will last until 1:00pm – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the RHK Education Day:

- The morning register will be marked by 9:50am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark

- The morning register will close at 10.00am. Pupils will receive a mark of absence if they do not attend RHK Education before this time
- The afternoon register will be marked by 1:00pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:10pm. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents will be required to contact the RHK Education office via telephone before 9:30am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one RHK Education day.

Where a pupil is absent, and their parent has not contacted RHK Education by the close of the morning register to report the absence, administrative staff will contact the parent via telephone call as soon as is practicable on the first day that the pupil does not attend RHK Education.

The RHK Education will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the CLM system
- Notify the referring school of the absence

Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s).

The RHK Education will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the RHK Education reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

RHK Education will provide the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days, where their absence has been recorded using one or more of the unauthorised absence codes (G, N, O, and/or U), as defined in national attendance guidance. RHK Education will agree the frequency of these attendance returns with the referring schools and the LA, ensuring that they are submitted no less frequently than once per calendar month

If a pupil's attendance drops below 85 percent, the attendance officer will arrange a formal meeting with the pupil and their parent and the referring school.

Where a pupil does not return from a period of leave or has a continuous period of absence, RHK Education will work jointly with the referring school and the LA to carry out reasonable enquiries under the School Attendance (Pupil Registration) (England) Regulations 2024 to

establish the pupil's whereabouts. In conducting these enquiries, RHK Education, the referring school and it's LA will liaise with the Home LA. If, following these enquiries, the pupil's name is removed from the school's admission register, the Home LA will be expected to investigate whether the pupil should be classified as a child missing education

6. Attendance register

RHK Education uses CLM system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

RHK Education will use the codes provided through the CLM System provided by the LA and referring schools for alternative providers in Leicester

RHK Education will also maintain their own attendance register using our spreadsheet system and we will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = Planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstance
- C1 = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointment)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes

- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another school
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision arranged by the LA
- P = Participating in a supervised sporting activity
- Q = Unable to attend the school because of a lack of access arrangements
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age pupil not required to attend school
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- Z = Prospective pupil not on admission register

When RHK Education has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because RHK Education has set different term dates for different years, e.g. induction days.

Pupils who are absent from RHK Education but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

RHK Education understands that the home school will share its daily attendance data with the DfE directly from the management information system.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, RHK Education will use the codes from the last afternoon session as the basis for its statistical attendance data.

Every entry received into the attendance register will be preserved for six years.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the head of centre – the decision to grant or refuse the request will be at the sole discretion of the head of centre in partnership with the referring school, taking the best interests of the pupil and the impact on the pupil's education into account. The head of centre's decision is not subject to appeal; however, RHK Education will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

RHK Education will only grant a pupil a leave of absence in exceptional circumstances and in agreement with the referring school. In order to have requests for a leave of absence considered, RHK Education will expect parents to contact the head of centre in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the head of centre will determine the length of time that the pupil can be away from school. RHK Education is not likely to grant leaves of absence for the purposes of family holidays.

A leave of absence for a pupil during term time will only be granted if the request meets the specific circumstances set out in the school attendance regulations 2024 which are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable
- Exceptional circumstances.

Requests for leave will not be granted in the following circumstances:

- During any year when a pupil is settling into RHK Education, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. RHK Education cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by RHK Education and the referring school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

While not required to follow Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024, RHK Education will nonetheless record such absences using the appropriate code, where a pupil is participating in a regulated performance or undertaking regulated employment abroad under a valid licence or exemption.

This code will be recorded as an authorised absence for statistical purposes.

Code J1

Attending an interview for employment or for admission to another educational institution

While not required to follow Regulation 11, RHK Education will still use this code to record that a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.

The interview must take place during the session for which it is recorded.

This code will be recorded as an authorised absence for statistical purposes

RHK Education will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college after discussion with the home school.

Study leave for a public examination: Code S

RHK Education may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with after discussion with the home school.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for pupils who want to continue to come into school to revise.

While not required to follow Regulation 11, RHK Education will use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.

Code C2: Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, RHK Education will grant leave of absence to accommodate for a pupil on a part-time timetable in discussion and agreement with the home school. In such circumstances, the days on which the pupil is expected to attend the provision will be agreed in advance.

While not required to follow Regulation 11, RHK Education will still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.

Where a pupil is receiving full-time education but only attends the school on a part-time basis —such as in cases of dual registration, part-time unregistered alternative provision, or flexi-schooling, the part-time timetable code will not be used. Instead, the school will record the pupil's absence using the appropriate attendance code that reflects the reason the pupil is not attending that particular session.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

RHK Education will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. RHK Education will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

RHK Education may seek advice from the religious body in question where there is doubt over the request.

Parent travelling or occupational purposes

A pupil will be considered a mobile child if they are of compulsory school age, have no fixed abode, and are travelling with their parent(s) due to the nature of the parent's trade or business, which requires them to move from place to place. In such cases, RHK Education will ensure that this is a genuine reason for absence. Proof of the parent's circumstances will not

be requested unless there is a genuine and reasonable doubt about the authenticity of the explanation provided.

Parents will be encouraged to ensure that their child attends a school in the area to which they are travelling and, where appropriate, to arrange for the pupil to be dual registered at that school.

8. SEND- and health-related absences

RHK Education recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, RHK Education will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. RHK Education will secure additional support from external partners to help bolster attendance where appropriate.

Where RHK Education has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with RHK Education's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, RHK Education will:

- Inform the LA if a pupil is likely to be away from RHK Education for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

RHK Education will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, RHK Education will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.

- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

- RHK Education will seek medical evidence for recording absences in a minority of cases.

Where a pupil's health need means that they need reasonable adjustments or support because it is complex or long term, RHK Education will seek medical evidence to better understand the need of the pupil.

9. Absence in exceptional circumstances

RHK Education will grant a leave of absence at its discretion and in agreement with the referring school. A leave of absence will not be granted unless there are exceptional circumstances.

Each application will be judged individually, and RHK Education and the referring school will take into account the specific facts, circumstances, and relevant background context of each request. Where a leave of absence is granted, RHK Education and the referring school will determine the number of days for which a pupil will be permitted to be absent. A leave of absence will always be granted entirely at the discretion of both RHK Education and the referring school.

RHK Education will only grant a leave of absence where an application is made in advance by a parent with whom the pupil normally lives, or by the pupil themselves if they will have reached the end of compulsory school age by the time of the absence.

Generally, a request for a holiday or other absence for the purposes of leisure and recreation will not constitute an exceptional circumstance, and such absences will not be granted.

Code C with be used for granted leave of absence in exceptional circumstances. The use of the seven 'Y' codes for unavoidable circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which RHK Education has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave RHK Education during the day must sign out at RHK Education reception and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the head of centre is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then RHK Education will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

11. Missing children

Pupils will not be permitted to leave RHK Education premises during the school day unless they have permission from RHK Education. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the head of centre immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of RHK Education premises as directed by the head of centre.
- The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - Changing rooms
    - The library
    - Any outbuildings
    - RHK Education grounds
- Available staff will begin a search of the area immediately outside of RHK Education premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil and referring school will be notified.
- RHK Education will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.

- The missing pupil's tutor will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents, referring school and any other agencies will be informed immediately when the pupil has been located.

The head of centre will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The head of centre will carry out a full investigation, and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure RHK Education has effective procedures for managing absence, the attendance officer will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents.
    - Having a weekly tutor review.
    - Engaging with LA attendance teams.
    - Using fixed penalty notices.
    - Creating attendance clinics.

RHK Education will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

RHK Education will aim to improve attendance in the overall school cohort by acknowledging good attendance in the following ways:

- Cinema trip
- Bowling Trip
- End of Term Meals Out
- Postcards home

School trips and events will be considered a privilege. Where attendance drops below 85 percent, these privileges may be taken away. RHK Education will develop strategies for

ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. Working with parents to improve attendance

RHK Education will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. RHK Education will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

RHK Education will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure RHK Education has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

RHK Education will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the head of centre in advance. RHK Education will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. RHK Education will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the head of centre and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of RHK Education's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. PA Persistent Absence

RHK Education will recognise PA as circumstances where a pupil misses 10% or more of school. Severe absence will be recognised in circumstances where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to RHK Education's strategy for improving attendance.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC

- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

RHK Education will ensure it provides support to pupils at risk of PA, in conjunction with the referring school and all relevant external authorities where necessary.

RHK Education will work in partnership with the referring school and will use a number of methods to help support pupils at risk of PA to attend education. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

RHK Education will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA, referring school and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, RHK Education will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with RHK Education's duty of care. RHK Education will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention

RHK Education will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the attendance officer in agreement with the referring school will consider whether:

- The absence is due to a circumstance that does not warrant support, such as an unauthorised holiday taken during term time, and therefore whether a penalty notice should be issued.

- A penalty notice is the most effective tool to improve attendance and influence parental behaviour, or whether further support or an alternative legal intervention would be more appropriate.

- Issuing a penalty notice is appropriate in light of any obligations under the Equality Act 2010, for example where the pupil has a disability.

- To hold a formal meeting with the parents and the school's designated contact within the School Attendance Support Team.
- To work with the local authority to implement a parenting contract or apply for an education supervision order.
- To engage children's social care, particularly where there are safeguarding concerns.

Where the above measures are not effective, the head of centre at RHK Education will work with the home school's headteacher and request the issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the head of centre at RHK Education will work with the home school headteacher and will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice may be issued by the headteacher or the referring school or someone authorised by them (a deputy or assistant head), the LA or the police. Any penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. In this instance, RHK Education and the referring school will have notified the parents of the days the pupil must not be present in a public place. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, RHK Education will work with the home school and the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a

meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be help every 3 months.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

RHK Education will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- RHK Education cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer with the Quality Consultant will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across RHK Education to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The director will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

RHK Education will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17. Training of staff

RHK Education will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The director will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD opportunities.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- RHK Education's strategies and procedures for monitoring and improving attendance
- RHK Education's procedures for multi-agency working to provide intensive support for pupils who need it

The directors will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. Deletions of names from the admission register

RHK Education will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

RHK Education will make returns to the LA when pupils' names are deleted from the admission register, including through CLM. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the AP is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name

- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Monitoring and review

Attendance and punctuality will be monitored throughout the year. RHK Education's attendance target is 96 percent.

This policy will be reviewed every annually by the head of centre. The next scheduled review date for this policy is August 2026.

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

Morning Calls
RHK EDUCATION will allocate an attendance officer to all pupils on admission. An attendance officer will make a morning call each morning between 08.45am -09:15am to confirm attendance.

Morning calls will either be made to parent/careers or pupils where appropriate. An attendance worker may call the pupil to confirm their attendance if the pupil is a good attender. Morning calls will always be made to parents/carers if the pupils' attendance is low. Parents/Carer can opt out of morning calls if a pupil's attendance is above 90%.

An attendance officer will keep a running log of calls made or messages left and these records may also be recorded into our MIS system.

Should a pupil fail to attend by their allocated start time a further call to parent/carer will take place and the attendance process will apply.

Detentions:

Detentions will be issued for persistent lateness and learners will be made to make up time owing, a pupil can be kept for up to 20 minutes at the end of the day. Anything over 20 minutes must be agreed with parent/carer prior to the detention taking place. Break times and Lunch times will also be used to make up time when a pupil is late back to lessons throughout the day. This will be calculated within the attendance statistics.

Registration Missed/No Answer on First Morning Call
Follow up morning call for all no contact, N if no parent contact – Text/E-mail message to be sent
Afternoon call if no parent contact, if no contact, send follow up letter, parent has 1 week to provide reason if not unauthorised absence is recorded.
Message sent to referring school informing of absence and no parental contact.

Causes for Concern

- Attendance Improvement Letter to be sent to all who's attendance is between 85% - 96%, referring school issued a copy.

- Letter 1
    - 1st Warning Letter
        - To be sent as soon as there are a few unauthorised absences

- Letter 2
    - 2nd Warning – Advising if no improvement is seen a meeting will be organised
        - Two – Three weeks after Letter 1

- Letter 3
    - Meeting request
        - Parent contract to be signed if they attend
            - Two – Three weeks after Letter 2

- Letter 4
    - Failed to attend meeting

- Letter 5
    - Failed to attend meeting and no improvement – advising EWO referral is to be made
        - Or
    - Attended meeting and signed contract but still no improvement seen - advising EWO referral is to be made
        - To be sent one-two weeks after failed to attend meeting
            - Or
        - Two - Three weeks after if meeting was attended but no improvement seen

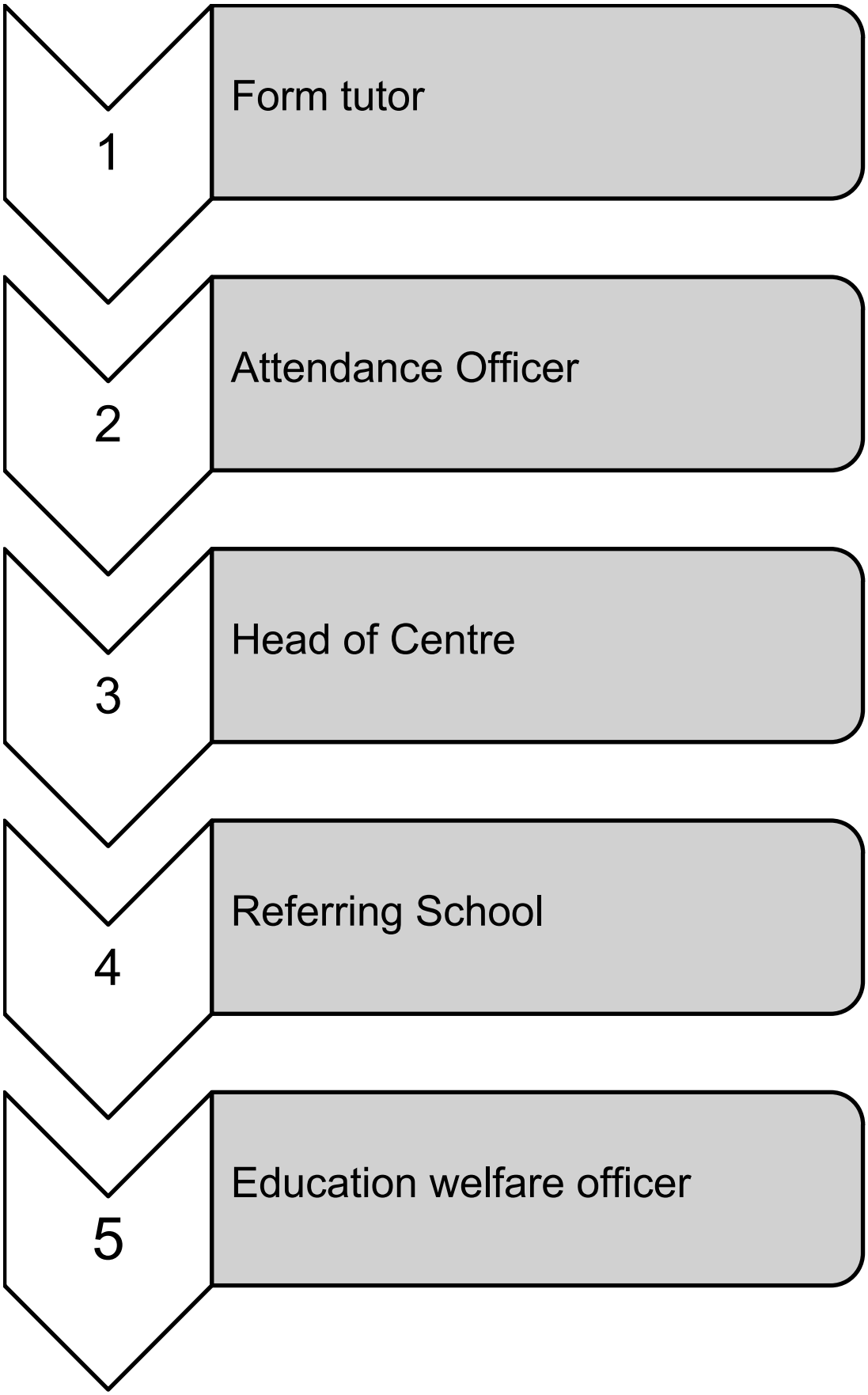
- Letter 6
    - After EWO referral is requested advising pupil should still attend school.
        - To be sent every two – three weeks after request for referral has been made

1.1 Home Visits

Home visits to be conducted on third day if pupil has failed to attend on the second day and no contact or reason provided by parent/guardian during calls. (Safe and Well Check)

Further home visits conducted daily if there is no contact during previous home visits.
To contact either referring school or other provision if pupil is on part time placement and had no contact during their days with RHK EDUCATION.

Attendance Reporting Structure



Attendance Agreement Form

Pupil Attendance Agreement

I agree to attend RHK Education and understand the consequences I may face if my attendance drops below 100 percent. I will ensure that RHK Education is made immediately aware of when I will not reasonably be able to attend and will give RHK Education full details of my absence.

As a pupil of **RHK Education**, I am dedicated to:

- Being in attendance every day.
- Always being punctual to provision and lessons.
- Informing RHK Education of the reason for any absence.
- Not missing provision for trivial reasons.

Pupil name:	**Date:**
Form tutor name:	**Date:**

Parental Attendance Agreement

I understand that it is my responsibility to send my child to RHK Education. I agree to send my child to RHK Education provision every day they are due to attend and understand the consequences if I fail to do so. When my child is absent from RHK Education due to exceptional circumstances, I will ensure the correct procedures are followed.

Parent name:	**Date:**
Form tutor name:	**Date:**