



# ATTENDANCE POLICY

Policy Number	0006	Completed by	Imogen MC	Last Reviewed date	15/05/2026
Version Number	001	Signed off by	Ade Stenner	Next Review date	15/05/2027

## Introduction

Skylark Plus recognises that regular attendance is essential for students to achieve their full potential, develop life skills, and maintain a routine that supports personal growth. We work proactively with students, families, and professionals to remove barriers to attendance and promote consistent engagement in education.

## Aims

- To promote excellent attendance and punctuality
- To reduce persistent absence and unauthorised absence
- To ensure early intervention when attendance concerns arise
- To fulfil our legal duties regarding Children Missing Education (CME)

## Roles and Responsibilities

### Staff will:

- Monitor and record attendance daily via registers
- Follow up on all unexplained absences promptly

- Liaise with families, carers, and professionals to support attendance
- Highlight attendance concerns at progress meetings or EHCP reviews
- Work with external agencies to address persistent absence

**Parents/Carers are expected to:**

- Ensure their child attends Skylark Plus regularly and on time
- Contact Skylark Plus on the first day of absence and provide reasons
- Attend meetings to discuss attendance concerns if invited

**Students are expected to:**

- Attend all scheduled sessions unless unwell or authorised to be absent
- Engage with their programme of learning responsibly

**Authorised and Unauthorised Absence**

**Authorised absence** may include:

- Medical appointments
- Illness (where evidence may be requested)
- Religious observance
- Approved educational trips or work experience

**Unauthorised absence** includes:

- Absence without explanation
- Holidays taken during term time without prior approval
- Refusal to engage or attend without reasonable cause

**Recording Attendance**

- Attendance is recorded daily (AM)
- Reasons for absence must be provided within 5 working days

- Persistent absence (below 90%) will be flagged and monitored closely
- Action plans will be agreed with students and families to improve attendance

## **Monitoring and Intervention**

We monitor attendance weekly and take the following steps where concerns arise:

- Initial phone call or text to check on the student
- Meeting with family/carer and key staff
- Pastoral or keyworker support
- Involvement of the Local Authority where appropriate

Attendance is regularly reported to commissioning schools and included in EHCP reviews.

## **Term-Time Leave**

Requests for term-time leave must be made in writing to the Head of Centre. Leave will only be authorised in exceptional circumstances.

## **Attendance and 16+ Responsibilities**

As Skylark Plus supports students aged 16 and over, the policy and procedures relating to Children Missing Education (CME) do not apply. However, attendance and engagement remain a high priority.

Where concerns arise regarding the attendance of a post-16 student, Skylark Plus may:

- Hold an emergency Annual Review for students with an Education, Health and Care Plan (EHCP), in collaboration with the SEND Casework Team
- Notify Gloucestershire County Council's NEET (Not in Education, Employment or Training) Team where appropriate, to support positive post-16 pathways and engagement
- Continue to work in partnership with families and relevant professionals to encourage re-engagement and sustained participation in education, employment, or training.

SKYLARK