ATTENDANCE POLICY
Approved by: Samantha Coxon-Smith- Director
Date Approved: September 2026
Review Date: September 2027

Ethos
NLTE will endeavour to provide an environment where all learners feel valued and welcome. For a learner to achieve their full potential attendance is essential.

We will consistently work towards improving every learner's individual attendance and contact. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance. If a student is reluctant to attend provision, then a conversation between school, NLTE, parents/carers and the student will be undertaken to discuss any worries.

We will actively encourage staff, parents/carers and students to maximise the learning experience to allow all young people to reach their full potential. Therefore, it is essential that we have established clear procedures for involving parents/carers relating to school attendance. Any absence gives cause for concern and speedy action is essential in preventing absence from possibly becoming a persistent problem.

Because of the nature of the learners that we work with at NLTE we accept that attendance may not be good or even satisfactory when a learner starts their provision with us. Our overall target is 75% attendance and 80% not including students who are absent from education.

Attendance is a key area for improvement and every student's attendance, and participation is reviewed on a termly basis. We will address poor, irregular or non-attendance with the school/inclusion partnership who has referred the learner. Our admission register is accurate and up to date and we regularly remind parents to inform us of any changes whenever they occur.

NLTE has a robust response for those children persistently absent from education. Attendance will be monitored daily and referring schools/inclusion partnerships and parents/carers will be notified of any failure to attend. Any absence will be considered unauthorised unless a valid reason can be given. Our clear expectation is that if a student is absent, then the absence must be explained by a phone call/text from a parent/carer or referring school/inclusion partnership.

Managers will:
• Monitor daily logs and identify gaps in attendance and liaise with referring schools/inclusion partnerships, parents/carers.
• Follow their safeguarding duty in promoting the welfare of children and investigating any unexplained absences.
• Query any concerns regarding reasons given for absence.
• Keep accurate AM & PM records of attendance
• Make attendance and punctuality a high-profile issue within the organisation.
• Address any concerns about internal truancy
• Implement a system of rewards e.g. certificates and vouchers to promote high levels of punctuality and attendance.
• Ensure referring schools/inclusion partnerships and parents/carers are made aware of issues and agree strategies for improvement.
• Work with learners to identify reasons for absence.

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Instructors will:

• Liaise with their Line Manager and/or Managing Director over issues of concern and monitor effectiveness of action
• Help and assist the organisation in working towards meeting attendance targets
• Oversee the administration of daily logs
• Monitor the attendance of targeted groups
• Provide feedback to relevant stakeholders
• Promote high expectations of attendance and punctuality for all students by setting an example themselves.
• Challenge students about unexplained absence and lateness.
• Take accurate registers at the start of the day.

The Managing Director will:

• Review the attendance policy annually
• Monitor its implementation
• Monitor progress against organisation targets
• Monitor progress against national strategies
• Work with referring school/inclusion partnership where a student is deemed to be absent from education due to the significant risk of that student not meeting their academic potential and underachieving, becoming NEET, being a victim of harm, abuse or exploitation or becoming involved in criminal or gang-related activity.

Learners will:

• Be ready to meet with their tutors and actively take part in their provision for the day.
• Ensure parents/carers provide explanations for all absences.
• Accept and support any sanctions given where expectations have not been met.

Parents/Carers will:

• Ensure and support regular and prompt attendance.
• Instil the value of education and regular attendance.
• Provide an explanation for absences
• Try to avoid unnecessary absences. Wherever possible make appointments outside of education hours.
• Ask for help if their child is experiencing difficulties.

Daily Registration

• An accurate register will be taken each morning and afternoon and each student will be marked as (/) Present or (A) Absent.
• If a student is marked as (A) a member of staff will contact either parent/carer or referring school/inclusion partnership to notify them of the absence. Once contact has been made, the register will be updated, outlining an explanation for the absence.
• If a student arrives (L) after registration, staff will notify the attendance officer, and the register will be amended to reflect this.

Leaving base during breaks / lunch

• Only learners who have written parental permission will be allowed to leave base during breaks.
• If a learner fails to return within 15 minutes of a break ending, parents/carers and/or referring school/inclusion partnership will be informed.
• If after 30 minutes no contact has been made with the learner, police will be called.

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A Welcome Back

It is important that on return from an unavoidable absence all learners are made to feel welcome. This will include ensuring that the learner is helped to catch up on missed work and brought up to date with any information that has been passed to other learners.

Overview

Alternative Provision attendance is subject to various Education Laws, and this Attendance Policy is written to reflect these laws and the guidance produced by the Department for Children, Schools and Families. Each year Creative Family Solutions will examine its attendance figures and set attendance/absence targets. These will reflect both national and Nottingham/Nottinghamshire attendance targets.
NLTE will review its systems for improving attendance at regular intervals to ensure that it is achieving its targets.

This policy contains within it the procedures that the organisation will use to meet its attendance targets.

Children absent from education

Children absent from education, particularly repeatedly, and/or for prolonged periods, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Schools must regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission.

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As an alternative education provision, and as described above, we monitor attendance daily and refer this information back to schools and behaviour partnerships. As students attend with us for a maximum of 2 days per week, we are not always in the best position to know if they are absent from all their education and/or alternative provision.