



## **U-Educate Attendance & Missing Person Policy – Sept 2025**

Consistent and timely attendance at school holds significance. Students must consistently attend school to fully benefit from the educational opportunities mandated by law and to achieve their potential. U-educate acknowledges its duty to ensure students are present in school and arrive on time, thereby ensuring access to learning for the maximum number of days and hours.

Our policy is applicable to every student currently enrolled in our programme. It is accessible to all parents/guardians of registered pupils and can be found on our website. This policy has been crafted to comply with the pertinent Children Acts, Education Acts, Independent School Regulations, and guidance from the Department for Education, as well as in alignment with the directives provided by local authorities. It is also in accordance with the government guidelines:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

While parents/guardians bear the legal obligation for ensuring their child maintains good attendance, the Programme Lead and senior team will collaborate with other professionals and agencies to foster and assist all students in cultivating positive attendance habits. The procedures outlined in this policy are executed diligently to guarantee this objective.

Students who consistently arrive late or are frequently absent quickly lag behind in their learning and form detrimental habits. Those who frequently miss school accumulate significant gaps in their learning, adversely affecting their overall progress and hindering their ability to realise their full potential.

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## **Aims and Objectives**

This attendance policy ensures that all staff members are thoroughly informed and have a clear understanding of the necessary actions to promote good attendance. Through this Policy, our objectives are to:

- Enhance students' academic accomplishments by maintaining high levels of attendance and punctuality.
- Attain a minimum of 95% attendance for all students, except those with chronic health issues warranting legitimate periods of absence.
- Foster an environment where good attendance and punctuality are acknowledged as the standard and are esteemed by the school.
- Instil habits of good attendance and punctuality essential for future professional life.
- Increase awareness among parents, caregivers, and students regarding the significance of continuous attendance and punctuality throughout their education, employment, or training.
- Ensure the policy's application to every student.
- Collaborate with students, parents, staff, local authorities, and external agencies to ensure all students reach their potential without unnecessary absences.
- Promote a positive and welcoming atmosphere where students feel safe, secure, valued, and cultivate a sense of responsibility.
- Establish a system for monitoring attendance and ensuring consistency in recognising achievements and addressing difficulties.
- Acknowledge the crucial role of all staff members in promoting good attendance.

We uphold and encourage good attendance and punctuality through:

- Creating awareness of attendance and punctuality issues among all staff, parents, and students.
- Ensuring parents comprehend their responsibility to ensure their child attends regularly and punctually.
- Providing individuals with the life skills necessary to take responsibility for good school attendance and punctuality.
- Maintaining effective communication channels with parents, students, staff, and referring individuals to outside agencies when needed to address serious attendance concerns, including imposing fines on parents who do not ensure regular school attendance.
- Developing and implementing procedures for identifying, reporting, and reviewing cases of poor attendance and persistent lateness.
- Supporting students facing difficulties at home or at school that hinder good attendance.
- Developing and implementing procedures to follow up on non-attendance at school.

## Definitions

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### **Authorised Absence**

“An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.”

Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. Currently our school is unable to “authorise” an absence through the CLM tool, home schools and the local authority are primarily responsible for this.

### **Unauthorised absence**

“An absence is classified as unauthorised is when a child is away from school without the permission of the school.”

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. It is essential for home-schools, U-educate and local authority complete investigation when there is an unauthorised absence and update CLM upon receiving reasons for these absences.

### **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes – CLM. Ensure authorised and unauthorised absence is properly recorded using national codes.
- Ensure attendance registration is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.
- To maintain appropriate attendance data. All attendance data is compiled through CLM.
- To communicate clearly the attendance procedures and expectations to all staff.
- To have consistent and systematic daily records which give detail of any absence and lateness – compiled through CLM.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.

- 1) Text & phone call on the first day of absence.
- 2) Formal letter sent home to parents making them aware of a home visit within the following 3 days.
- 3) Door step home visit to be completed on day 5, investigating why the child is absent. Only where appropriate.

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4) Further absence will be handed over to home-school and ABP (Area Behaviour Partnership) for investigation.

5) ACE and other services will be also involved.

- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupil's attendance and punctuality
- To refer to the ACE Team any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.

### **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Senior Leadership**

- Keeping an overview of individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Senior Leadership Team where there are concerns and acting upon them
- Providing background information to support referrals to ACE.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising the importance of good attendance and promptness to the students.
- Following up absences with immediate requests for explanation which should be noted on CLM

#### **Director/Programme Lead**

- Overall monitoring of school attendance
- Evaluating trends in authorised and unauthorised absence to identify patterns and take action to improve attendance where it is not good enough.
- Monitoring outcome of contact with families and their impact. Further contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

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- Collecting and analysing attendance data for individuals and whole school picture to check attendance is good for all.

### **Registration**

The programme starts at 9:00, students are considered as late if arriving later than 10:00 given that most come into school by taxi, public transport etc. This time is sufficient for all pupils to arrive on site, and make their way to their classrooms. Each member of the Senior Leadership Team has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the programme Lead by 10:10 and by 12:40pm. All attendance records are documented.

### **Absences**

Parents or caregivers are required to contact the school on the initial day of their child's absence, using either a text message or a phone call. It is crucial that when notifying us of their child's absence, parents or caregivers provide details explaining the reason for the absence. All absences are initially recorded as unauthorised on the CLM tool (with the parents' reason). Subsequently, the home-schools and local authority have the ability to reclassify these absences as authorised where appropriate.

### **Contact**

In instances where a student is absent, and there is no verbal or written communication from the parent, we initiate a first-day contact process. The pastoral lead performs a daily check of all registers between 10 am and 10:30 am to identify absent pupils. If the reasons for the child's absence are unclear, we contact the parent to inquire about the circumstances.

For a 3-day absence, a letter is sent to parents. If the absence extends to 5 days, a home visit is organized. A 10-day absence prompts a referral through the Child Missing from Education (CME) process

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## **Illness**

In instances where a student's illness leads to an extended absence from school, we communicate the situation to the referring school or local authority and establish a "Keeping in Touch" process.

This process is likely to include the following components:

- Sending coursework home for the student to complete.
- Weekly update visits or calls.
- Assistance from Social Care or a Family Support Worker

Regarding Parental Requests for Absence from School for Holidays, starting from September 2013, the government eliminated the headteachers authority to authorise absence specifically for holidays lasting up to 10 days per year, even if special circumstances exist. Instead, the Headteacher can grant leave of absence for any reason only if there is a satisfaction that exceptional circumstances exist.

Applications for such leave must be submitted to the local authority or home school.

## **Addressing Attendance Concerns**

U-Educate expects attendance of at least 95%.

In addition to the support we will provide parents and students in improving their attendance, support might be sought via ourselves. Early help or local authority to the Magistrates' Court as an ancillary order following a successful prosecution by the local authority for irregular attendance or breach of a school attendance order sends the message that regular attendance is important and will be enforced. This will be in conjunction with an CME referral.

## **Monitoring Attendance**

The responsibility of accurately recording all attendance data lies with our SLT. Weekly meetings with the Programme Lead are conducted to address attendance concerns, and subsequent actions, such as sending letters to parents or scheduling meetings, are taken. The Programme Lead consistently monitors attendance outcomes and ensures the effective implementation of procedures. Analysis of attendance data is utilised to identify patterns and guide actions aimed at improvement.

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**Completed by:** Adam Gray

**Signature:**

A handwritten signature in black ink that appears to read "Adam Gray".

**Role/Position:** Director

**Date Completed:** 02/09/2025

**Review Date:** 31/08/2026

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