



Attendance Policy

Policy Owner: Lets Make Change

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Approved by: Joseph Fitzpatrick

Version	Date	Author/Reviewed By	Summary of Changes	Approved By	Review Date
1.0	20/05/26	Alex Fitzpatrick	Initial policy created	Joseph Fitzpatrick	May 2027

Let's Make Change (LMC)

Attendance Policy

1. Policy Statement

Let's Make Change (LMC) recognises that regular attendance is fundamental to safeguarding, educational progress, learner wellbeing and positive outcomes.

LMC is committed to:

- Maintaining accurate attendance records;
- Promoting excellent attendance and punctuality;
- Identifying and responding to patterns of absence promptly;
- Supporting learners and families to overcome barriers to attendance;
- Working collaboratively with parents/carers, schools, local authorities and safeguarding agencies.

This policy is informed by statutory guidance issued by the Department for Education (DfE), including:

- *Working Together to Improve School Attendance*;
- *Keeping Children Safe in Education (KCSIE)*;
- Relevant Local Authority attendance procedures.

2. Scope

This policy applies to:

- All learners attending LMC programmes;
- All LMC staff and volunteers responsible for attendance monitoring;
- One-to-one provision;
- Group sessions;
- Off-site activities and alternative provision arrangements.

3. Principles

LMC believes that:

- Good attendance supports educational achievement and emotional wellbeing;
- Poor attendance may indicate unmet needs or safeguarding concerns;
- Early intervention is essential to prevent persistent absence;
- Attendance procedures should be fair, supportive and consistent;

- Learners and families should receive appropriate support to improve attendance where barriers exist.

4. Registration Procedures

4.1 Morning Registration

- The morning register opens at the official session start time.
- Registration closes 30 minutes after the start of the session.
- Learners arriving after the register closes will be marked using the appropriate DfE attendance code.
- Registers must be completed by an authorised member of staff.
- Attendance registers will be maintained electronically wherever possible and stored securely.

4.2 Afternoon Registration

- A separate afternoon register will be completed at the start of the afternoon session.
- This ensures compliance with statutory requirements for two daily attendance marks.
- The same attendance coding procedures apply to afternoon registration.

5. Attendance Recording and Reporting Procedures

Step 1: Daily Registration

- Staff record attendance at the beginning of each session.
- Learners are marked using official Department for Education attendance codes.

Step 2: First-Day Response

Where a learner is absent and no reason has been provided:

- Staff will check for prior notification from parents/carers;
- Reasonable attempts will be made to contact the parent/carer within 30–60 minutes of the session start time;
- Additional contact attempts may be made where necessary;
- Concerns regarding welfare or unexplained absence will be escalated to the Designated Safeguarding Lead (DSL).

Step 3: Recording Reasons for Absence

- Reasons for absence must be provided by a parent/carer.
- Medical evidence may be requested where illness absence is frequent or prolonged.
- Attendance codes will be updated once the absence has been verified.

Step 4: Weekly Monitoring

Attendance data will be reviewed weekly.

- Learners below 95% attendance will be monitored;
- Learners below 90% attendance are classed as persistently absent in line with DfE guidance and will trigger additional intervention.

Step 5: Reporting

Attendance information may be:

- Shared with referring schools where applicable;
- Provided to parents/carers upon request;
- Shared with Local Authorities or safeguarding professionals where required.

6. Safeguarding and Attendance

LMC recognises that poor attendance may indicate:

- Safeguarding concerns;
- Mental health difficulties;
- Unmet special educational needs;
- Family difficulties;
- Risk of exploitation;
- Barriers to education.

Attendance is therefore treated as a safeguarding priority.

6.1 Attendance Below 95%

Where attendance falls below 95%:

- Informal discussions may take place with the learner and parent/carer;
- Potential barriers to attendance will be explored;
- Appropriate support strategies may be offered.

6.2 Persistent Absence (Below 90%)

Where attendance falls below 90%:

- A formal meeting may be arranged with the parent/carer;
- An attendance improvement plan may be implemented;
- A safeguarding risk assessment may be completed;
- Referral to Early Help or the Local Authority may be considered.

6.3 Severe Absence (Below 50%)

Where attendance falls below 50%:

- An immediate safeguarding review will be undertaken;
- The Local Authority Attendance Officer may be contacted;
- Consideration will be given to referral to Children's Services where welfare concerns exist.

7. Children Missing Education (CME)

If a learner's whereabouts are unknown or there are ongoing concerns regarding attendance and welfare, LMC will follow:

- Local safeguarding procedures;
- Children Missing Education (CME) guidance;
- *Keeping Children Safe in Education (KCSIE)* procedures.

Appropriate referrals may be made to safeguarding agencies or the Local Authority where necessary.

8. Authorised and Unauthorised Absence

Authorised Absence

Examples of authorised absence include:

- Illness supported by appropriate confirmation;
- Medical or dental appointments;
- Exceptional circumstances approved by management.

Unauthorised Absence

Examples of unauthorised absence include:

- No reason provided;

- Unacceptable reasons for absence;
- Unapproved term-time leave.

Only the Provision Lead or authorised manager may approve absence.

9. Government Attendance Codes

Attendance will be recorded using official Department for Education attendance codes.

Code	Meaning
/	Present (AM)
\	Present (PM)
L	Late before register closes
U	Late after register closes
I	Illness
M	Medical appointment
C	Authorised absence
O	Unauthorised absence
G	Unauthorised holiday
X	Non-compulsory school-age absence

Registers and attendance records will be retained securely in accordance with data protection legislation.

10. Fixed Penalty Notices (FPNs)

Where learners are dual-registered or referred by another school:

- The referring school retains responsibility for issuing penalty notices;
- LMC will provide attendance evidence where requested;
- LMC will notify schools and/or Local Authorities where thresholds for concern are met.

This includes:

- 10 unauthorised sessions within a rolling period;
- Unauthorised term-time leave.

Fixed Penalty Notices are issued by Local Authorities in accordance with DfE guidance.

11. Roles and Responsibilities

Provision Lead

Responsible for:

- Overseeing attendance monitoring;
- Ensuring compliance with statutory requirements;
- Liaising with Local Authorities and schools;
- Monitoring attendance trends and interventions.

Staff

Responsible for:

- Completing accurate registers;
- Reporting attendance concerns promptly;
- Following attendance and safeguarding procedures.

Designated Safeguarding Lead (DSL)

Responsible for:

- Investigating unexplained absence;
- Ensuring safeguarding follow-up;
- Coordinating referrals where required.

Parents/Carers

Responsible for:

- Ensuring regular attendance;
- Informing LMC of absence before session start where possible;
- Providing reasons and supporting evidence where requested.

12. Equality and Inclusion

LMC recognises that barriers to attendance may be linked to:

- Special Educational Needs and Disabilities (SEND);
- Mental health needs;
- Medical conditions;

- Family circumstances;
- Protected characteristics.

Attendance procedures will be applied fairly, consistently and with appropriate support in place.

13. Data Protection and Confidentiality

Attendance data will:

- Be stored securely;
- Be accessed only by authorised individuals;
- Be shared only where appropriate and lawful;
- Be managed in accordance with UK GDPR and data protection legislation.

Information may be shared with:

- Referring schools;
- Local Authorities;
- Safeguarding professionals;
- Other authorised agencies where necessary to safeguard learners.

14. Monitoring and Review

This policy will be reviewed:

- Annually;
- Following significant changes to legislation or guidance;
- Following any serious attendance or safeguarding concerns where review is necessary.