

Attendance Policy

Version 1.2

1. Policy Statement

Learn With Confidence (LwC) is committed to fostering a positive and nurturing learning environment for all students, particularly those with Special Educational Needs (SEN) and Social, Emotional, and Mental Health (SEMH) challenges. Regular attendance is essential to ensure that students receive the full benefit of the personalised learning experience we offer. However, we are mindful of the fact that attendance to a school setting can be a barrier to our young people and will take this into consideration on an individual basis. We acknowledge the importance of attendance, not only for educational development but also for safeguarding and ensuring the welfare of our students.

2. Aims

The aims of this policy are to:

- Encourage regular and punctual attendance, enabling students to benefit fully from the educational opportunities available at LwC.
- Address issues of persistent and unexplained absence in a timely and supportive manner.
- Ensure the safety and wellbeing of students by identifying and acting on concerns about children missing from education (CME).
- Collaborate with families and relevant professionals to support attendance and resolve barriers to regular engagement.

3. Relevant Legislation

This policy is informed by the following legislation:

- **Education Act 1996**
- **Children Act 1989**
- **Children and Families Act 2014**
- **Keeping Children Safe in Education (KCSIE) 2023**
- **The Education (Pupil Registration) (England) Regulations 2006**
- **Working Together to Safeguard Children (2018). Roles and Responsibilities**

4.1 LwC Leadership and Staff

- Ensure that student attendance is monitored regularly and absences are followed up promptly.
- Work with families to address issues that may be contributing to poor attendance or persistent absence.
- Ensure that concerns about unexplained or prolonged absences are raised with appropriate safeguarding professionals.
- Refer cases of students missing from education (CME) to the local authority following statutory guidelines.
- Communicate the importance of regular attendance to students and families, emphasising the impact of attendance on academic progress and emotional wellbeing.

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- Provide a flexible and nurturing environment where students feel supported in attending sessions regularly.

4.2 Parents and Guardians

- Ensure that their child attends LwC as agreed and notify staff of any planned absences in advance.
- Inform LwC immediately in the event of illness or any other circumstances that prevent attendance.
- Work with LwC staff to resolve any issues impacting their child's ability to attend sessions regularly.

4.3 Students

- Attend all scheduled sessions regularly and punctually.
- Engage with LwC staff if any difficulties arise that affect attendance, including any health or emotional concerns.

5. Attendance Procedures

5.1 Timetable

- LwC offers a flexible timetable with 5-6 hour-long sessions per day. While there are no formal breaks, sessions are relaxed, and students are welcome to eat and move around as needed. Learners generally attend for 2-3 hours at a time maximum.
- Once a timetable is agreed upon with the family, students are expected to attend their scheduled sessions consistently.
- LwC follows West Sussex term times, and the agreed timetable will align with these dates.

5.2 Reporting Absences

- Parents and guardians are expected to notify LwC as soon as possible if their child is unable to attend a session. Absences should be reported via phone or email.
- If a student is absent and no notification has been received, LwC staff will contact the family within **1 hour** to determine the reason for the absence.

5.3 Persistent or Unexplained Absence

- LwC defines persistent absence as missing a significant number of sessions over a term without a valid reason. This will be reviewed on an individual basis.
- In cases of persistent absence, LwC staff will:
 - Contact the family to discuss the reasons for absence and offer support where possible.
 - Work with the family to identify barriers to attendance and agree on a plan to improve attendance.
 - In cases where attendance does not improve, consider involving external professionals, such as educational psychologists or family support workers.

5.4 Children Missing from Education (CME)

- If a student has been absent for **1 week** without explanation, or if there are concerns about the safety and wellbeing of a child due to unexplained absence, LwC will:
 - Attempt to make direct contact with the family via phone, email, and post.
 - Notify the local authority's Children Missing from Education team if concerns persist.
 - Collaborate with other professionals, including social services and educational welfare officers, to ensure the student's safety.

6. Support for Students and Families

LwC is committed to supporting students and families in maintaining good attendance. We recognise that some students, particularly those with SEN and SEMH challenges, may face additional barriers to attendance. We will work with families to:

- Create a supportive and flexible learning environment that accommodates individual needs.
- Discuss additional resources, such as mental health or SEN support, to address challenges that may impact attendance.
- Regularly review the student's progress and adapt the timetable as necessary to ensure it meets their needs.

7. Additional Policies Referenced

This Attendance Policy should be read in conjunction with the following LwC policies:

- **Safeguarding and Child Protection Policy**
- **Mental Health Policy**
- **SEND Policy**
- **Whistleblowing Policy**
- **Managing Allegations Against Staff Policy**

8. Monitoring and Review

LwC will monitor attendance data regularly to identify patterns of persistent absence and to intervene early when necessary. This policy will be reviewed annually by the leadership team to ensure its effectiveness and compliance with local authority and national regulations.

Version Control			
Version No.	Date	Author	Notes
1.0	15 th October 2024	K Perry	Initial Draft
1.1	01 Sept 2025	KP	
1.2	5.9.26	KP	Updates made