



A Holistic Approach  
To The Education of Young People

## **Absence Management and Reporting Procedures**

**Dated:** 1st September 2025

**Review Date:** 1st September 2026

**Policy Lead & Approved by:** Mark Aitken, Head of Provision

### **1. Statement of Intent**

Regular attendance is vital for young people to benefit fully from ElevatEd's programmes. Absence can disrupt learning, hinder progress, and increase the risk of social exclusion.

ElevatEd is committed to:

- Promoting high attendance and punctuality.
- Identifying barriers to attendance early.
- Working with parents, carers, schools, and agencies to overcome difficulties.
- Ensuring absence is monitored, recorded, and followed up consistently.

## 2. Guiding Principles

- **Every Day Counts:** Every session missed reduces learning opportunities.
- **Early Intervention:** Attendance issues are identified and addressed quickly.
- **Transparency:** Procedures for reporting and managing absence are clear to parents/carers.
- **Collaboration:** Attendance is everyone's responsibility – staff, students, parents, and schools.
- **Supportive Approach:** We aim to understand and address the reasons behind absence, not simply record it.

## 3. Scope

This policy applies to all students enrolled at ElevatEd. It covers:

- Daily attendance and punctuality.
- Reporting of absence by parents/carers.
- Procedures for unauthorised or unexplained absence.
- Partnership working with commissioning schools and local authorities.

## **4. Roles and Responsibilities**

### **Parents/Carers:**

- Ensure their child attends every day, on time.
- Notify ElevatEd of absence by 8.30am on the first day (telephone/email).
- Provide reasons for absence and supporting evidence (e.g., medical note) if required.

### **Students:**

- Attend every day unless too unwell or prevented by exceptional circumstances.
- Arrive on time, ready to learn.
- Take responsibility for catching up on missed work.

### **Staff:**

- Accurately record attendance each session.
- Follow up unexplained absences promptly.
- Provide support and encouragement to improve attendance.

### **Attendance Lead/Head of Provision:**

- Monitor attendance data weekly.
- Lead meetings with parents/carers where concerns arise.
- Liaise with commissioning schools and agencies regarding persistent absence.
- Report patterns and concerns to the Head of Provision.

## **5. Procedures**

### **Flowchart: Reporting and Managing Absence**

#### **Step 1: Parent/Carer Reports Absence**

- Call/email ElevatEd before 8.30am.
- Give reason for absence (illness, appointment, etc.).

#### **Step 2: Absence Recorded**

- Staff record on the attendance register.
- “Authorised” or “Unauthorised” coded in line with DfE guidance.

#### **Step 3: No Contact from Parent/Carer**

- Attendance team contacts parent/carer by phone.
- If no response, text/email sent.
- Home visit may be arranged if absence persists or safeguarding concerns arise.

#### **Step 4: Monitoring Patterns**

- Attendance Lead reviews weekly data.
- Patterns of lateness/absence identified.

#### **Step 5: Escalation for Persistent Absence**

- Parent/carer meeting arranged.

- Support plan agreed (mentoring, timetable adjustment, therapeutic support).
- Commissioning school informed.

### **Step 6: Continued Persistent Absence**

- Referral to external agencies (e.g., Early Help, Education Welfare).
- Formal attendance panel may be convened.
- In extreme cases, legal action is considered (via local authority).

### **6. Authorised vs Unauthorised Absence**

- **Authorised absence:** illness, medical/dental appointment (proof may be required), religious observance, exceptional family circumstances (agreed in advance).
- **Unauthorised absence:** holidays during term time, lateness after registers close, absence with no explanation or without valid reason.

### **7. Persistent Absence (PA)**

- A student is classified as PA if attendance falls below **90%**.
- ElevatEd will intervene swiftly, with parental meetings and multi-agency involvement if needed.

### **8. Monitoring, Evaluation, and Review**

- Attendance data monitored weekly by Attendance Lead.

- Termly reports shared with Trustees and commissioning schools.
- Annual review of policy or earlier if statutory guidance changes.

## **9. Related Policies**

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Fixed-Term and Permanent Exclusion Policy
- Code of Conduct
- Data Protection and Information Management Policy