

	Name	Date	Review Date
Written by	Debbie Goode	01/09/2025	01/09/2026
Reviewed & updated	Ryan Goodwin	01/09/2025	01/09/2026

Legal Status

This policy has regard for:

- The Education (Independent School Standards) Regulations 2014, part 3 subsection 9
- The Equality Act 2010
- The DfE advice *Behaviour in Schools* (February 2024)
- *Keeping Children Safe in Education (KCSIE)* (September 2025)
- Working Together to Improve School Attendance (DfE, 2022 – updated 2024)
- Children Missing Education (CME) Statutory Guidance (2016)

This policy should be read in conjunction with:

- TILT Education's Aims and Ethos
- Anti-Bullying Policy
- Behaviour Policy
- Safeguarding & Child Protection Policy
- Complaints Policy and procedures
- SEND Policy

This is a whole school policy and includes the details for 'Use of Reasonable Force'.

Availability

This Policy is made available to staff, parents and pupils via TILT Education website or on request, a paper copy may be obtained from TILT Education Office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement, and audit by the Proprietors who are both the Head of Centre and Headteacher.

Contents

☐ Aims	3
☐ Legislation and guidance	3
☐ Roles and responsibilities	4
☐ Recording attendance	6
☐ Authorised and unauthorised absence	9
☐ Strategies for promoting attendance	10
☐ Attendance monitoring	11
☐ Monitoring arrangements	13
☐ Links with other policies	13
Appendix 1: Attendance codes	14

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- › Promoting good attendance
- › Reducing absence, including persistent and severe absence
- › Ensuring every pupil has access to the full-time education to which they are entitled
- › Acting early to address patterns of absence
- › Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

We recognise that attendance is a safeguarding issue and that regular monitoring of absence is central to ensuring the safety, wellbeing, and achievement of all pupils.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- › Part 6 of [The Education Act 1996](#)
- › Part 3 of [The Education Act 2002](#)
- › Part 7 of [The Education and Inspections Act 2006](#)
- › [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Proprietor

The Proprietors are responsible for:

- › Promoting the importance of school attendance across TILT Education's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- › Implementation of this policy at TILT Education
- › Monitoring school-level absence data
- › Supporting staff with monitoring the attendance of individual pupils
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary

3.3 The Head of Centre

The designated senior leader responsible for attendance is Ryan Goodwin and can be contacted via 01782 528624 or ryan.goodwin@tilt-education.co.uk

The designated senior leader is responsible for:

- › Leading attendance across TILT Education
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to pupils and families
- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with education welfare officers to tackle persistent absence
- › Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- › Take calls from parents and carers about absence on a day-to-day basis and record it on TILT Education system
- › Responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to TILT Education office on the same day.

3.7 Parents/carers

Parents/carers are expected to:

- › Make sure their child attends every day on time
- › Call TILT Education to report their child's absence before 9:30 on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- › Provide TILT Education with more than 1 emergency contact number for their child
- › Ensure that, where possible, appointments for their child are made outside of TILT Education day
- › Recognise that failure to ensure regular attendance may result in legal action, including fines or prosecution.

>

3.8 Pupils

Pupils are expected to:

- > Attend school every day on time
- > Attend every timetabled session on time
- > Report any concerns or barriers to attendance (e.g. wellbeing, bullying, health, or travel difficulties) to staff at the earliest opportunity.

4. Recording attendance

4.1 Attendance register

- Pupils must arrive in school by 9:30 on each school day.
- The register for the first session will be taken at 9:30 and will be kept open until 9:40.
- The register for the second session will be taken at 12:30 and will be kept open until 12:35.
-

Safeguarding link: Where a pupil is absent without explanation, staff will complete same-day calls to parents/carers and, where necessary, to emergency contacts. Where no contact is possible and there are safeguarding concerns, the school will conduct a home visit or request a police welfare check.

Children Missing Education: If a pupil has 10 consecutive days of unauthorised absence, and their whereabouts are unknown, TILT Education will notify the Local Authority as required under *Children Missing Education statutory guidance (2016)*.

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- > Present
- > Attending an approved off-site educational activity
- > Absent
- > Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- > The original entry
- > The amended entry
- > The reason for the amendment
- > The date on which the amendment was made
- > The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- › Whether the absence is authorised or not
- › The nature of the activity if a pupil is attending an approved educational activity
- › The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

4.2 Unplanned absence

The pupil's parent/carer must notify TILT Education of the reason for the absence on the first day of an unplanned absence by 9:00 or as soon as practically possible by calling TILT Education office. (see also section 7).

We will mark absence due to illness as authorised unless TILT Education has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, TILT Education may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If TILT Education is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies TILT Education in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences TILT Education can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- › Before the register has closed will be marked as late, using the appropriate code
- › After the register has closed will be marked as absent, using the appropriate code

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, TILT Education will:

- › Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If TILT Education cannot reach any of the pupil's emergency contacts, TILT Education may contact the police.
- › Identify whether the absence is approved or not
- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- › Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, TILT Education will consider involving an education welfare officer

4.6 Reporting to parents/carers

TILT Education will regularly inform parents about their child's attendance and absence levels on a termly basis.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be **exceptional circumstances, which are rare, unavoidable, and significant in nature**. Examples include:

- Serious short-term illness or injury
- Flare-up of a diagnosed ongoing condition (including mental health conditions)
- Symptoms of an infectious disease that may pose a public health risk
- Death or significant illness of a close family member
- Religious observance where the day is exclusively set apart by the family's faith body
- Family holidays and travel during term time will not be authorised under any circumstances, except in genuinely exceptional cases (e.g. service leave, unavoidable bereavement-related travel).

5.2 Legal sanctions

TILT Education or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- › The number of unauthorised absences occurring within a rolling academic year
- › One-off instances of irregular attendance, such as holidays taken in term time without permission
- › Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. Failure to pay may result in prosecution in the Magistrates' Court.

6. Strategies for promoting attendance

Celebration assemblies

Verbal Praise

Gift Vouchers

Reward Activities.

In addition to celebrations and rewards, TILT Education will also provide **support-based strategies**:

- Pastoral support and mentoring for pupils with emerging attendance concerns
- Early Help Assessments and multi-agency support where barriers are complex
- Regular communication with parents to focus on support before sanctions
- Attendance support plans for pupils at risk of persistent absence

7.1 Monitoring attendance

TILT Education will:

- › Monitor attendance and absence data half-termly, termly and yearly across TILT Education and at an individual pupil level
- › Identify whether or not there are particular groups of children whose absences may be a cause for concern
- › **Complete daily attendance checks for pupils with safeguarding vulnerabilities, including those with Child Protection or Child in Need Plans**

7.2 Analysing attendance

TILT Education will:

- › Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- › Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- › Escalation pathways will be applied consistently: Early warning letter → Attendance meeting with parents/carers → Attendance support plan → Referral to Education Welfare Service → Legal action if required.

7.3 Using data to improve attendance

TILT Education will:

- › Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- › Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

TILT Education will:

- › Use attendance data to find patterns and trends of persistent and severe absence
- › Hold regular meetings with the parents of pupils who TILT Education (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- › Provide access to wider support services to remove the barriers to attendance
- › Pupils with persistent absence will have a personalised action plan, reviewed fortnightly.
- › The school will escalate safeguarding concerns for pupils with severe absence where education neglect may be occurring.
- › Pupils with persistent absence will have a personalised action plan, reviewed fortnightly.
- › The school will escalate safeguarding concerns for pupils with severe absence where education neglect may be occurring.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. TILT Education will compare attendance data to the national average.

If persistent absence occurs TILT Education will invite Parents/Carers and the pupil in to discuss strategies moving forward to increase attendance in an attempt to avoid further sanctions.

›

8. Monitoring arrangements

This policy will be reviewed annually or earlier if DfE or local authority guidance changes. It will be approved by both Proprietors (Head of Centre and Headteacher).

Attendance data and trends will be monitored half- termly.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed

B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by TILT Education
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by TILT Education
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by TILT Education
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with TILT Education
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by TILT Education
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined TILT Education
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

- Code X should only be used for non-compulsory school-age pupils, partial school closures, or where attendance is not required under statutory guidance.
- Staff must not use Code N (reason not yet provided) for longer than 5 school days — it must be replaced with the correct code or O (unauthorised).