



Attendance Policy

1. Policy Statement

At NewHeart Learning, we believe that regular attendance is vital for pupils to achieve their full potential. Good attendance supports academic progress, emotional wellbeing, and social development. We are committed to working in partnership with parents, carers, pupils, and the Local Authority to ensure every pupil is supported to attend regularly.

As an Alternative Provision (AP), we recognise that some pupils face significant barriers to attendance. We therefore adopt a flexible, therapeutic, and individualised approach, ensuring that attendance expectations are clear but also realistic and supportive of each pupil's needs.

2. Aims

- To promote excellent attendance and punctuality.
- To reduce persistent absence and lateness.
- To work in partnership with parents, carers, schools, and the Local Authority.
- To ensure pupils feel safe, valued, and supported in attending NewHeart Learning.
- To comply with statutory requirements, including *Keeping Children Safe in Education* and DfE guidance on *School Attendance*.

3. Roles and Responsibilities

Head of Alternative Provision (DSL) Daniella Hart

- Overall responsibility for attendance strategy and monitoring.
- Ensure accurate records are maintained.
- Lead interventions where attendance is a safeguarding concern.

Head of Business Operations (DDSL) Nicola Klimczuk

- Monitor daily attendance and report to referring schools by 9.15am.
- Ensure communication with parents/carers regarding absences.
- Prepare weekly attendance reports for the Local Authority and referring schools.

Tutors and Support Staff

- Record attendance daily and follow up on unexplained absences.
- Encourage punctuality and attendance through positive relationships and rewards.
- Share concerns promptly with the DSL.

Parents/Carers

- Ensure their child attends regularly and punctually.
- Notify NewHeart Learning of absences by 9:00am on the day of absence.
- Provide medical evidence where requested.

Pupils

- Attend every day, on time and engage with their learning.
- Speak to staff if they are experiencing difficulties that affect attendance.

4. Procedures

Registration

- Morning registration takes place at 9am.
- Registers are completed electronically and monitored daily.
- Attendance is reported to commissioners by 9.15am.

Reporting Absence

- Parents/carers must contact NewHeart Learning by telephone, text, or email by 9:00am.
- Unexplained absences will be followed up by phone call. If no contact is made, a home visit may be conducted and safeguarding procedures may be initiated.

Authorised Absence

Absences may be authorised for:

- Illness (with medical evidence where requested).
- Medical/dental appointments (evidence required).
- Religious observance.
- Exceptional circumstances (agreed by Head of Provision).

Unauthorised Absence

Absences will not be authorised for reasons such as:

- Shopping trips.
- Holidays during term time (unless exceptional).
- Truancy.

5. Attendance Monitoring

- Attendance will be reviewed weekly.
- Pupils at risk of becoming *Persistently Absent* (below 90%) will be identified and supported with an Attendance Support Plan.
- Concerns will be discussed with parents/carers, the referring school, and where appropriate, the Local Authority.
- Attendance concerns may trigger safeguarding procedures.

6. Promoting Good Attendance

- Positive reinforcement through rewards.
- Attendance celebrated in reviews, meetings and reports.
- Individual support plans to address barriers to attendance (transport, anxiety, therapeutic support, etc.).

7. Fixed Term Exclusions and Attendance

Where pupils are excluded for a fixed period, this will be recorded as an authorised absence. Reintegration support will be provided upon return.

8. Safeguarding and Attendance

A child missing education is a potential indicator of abuse or neglect. Attendance is monitored closely as part of safeguarding practice. Persistent or unexplained absence will always be treated as a safeguarding concern and may lead to referral to Children's Social Care.

9. Monitoring and Review

This policy will be reviewed annually by the Head of Provision and updated in line with statutory guidance and local authority requirements.

Date of last review:	14 February 2026
Date to review:	14 February 2027
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