



## **Progression2Work Wrap around Learning Hub**

### **Attendance Policy**

This attendance policy will be reviewed annually by the Directors and Senior Leadership team

Date of last review: August 2025

Date of next review: July 2026

#### **Introduction:**

Progression 2Work aims to provide students with an environment which enables and encourages all to reach out for excellence. For our students to gain the greatest benefit from their education it is vital they attend regularly and arrive on time. Irregular attendance is a contributory factor in social exclusion and underachievement.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners.

Every student has the right to access the education to which he/she is entitled.

#### **Our Aims:**

- To ensure that every student is safeguarded and their right to education is protected.
- To work in partnership with and maintain parents/carers awareness of their responsibility to ensure regular attendance as required by law.
- To raise levels of achievement to ensure every student reaches their full educational potential, through a high level of attendance and punctuality.
- To give clear information on expected levels of attendance and punctuality to students, parents/cares, staff and stakeholders
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To support students and their parents in meeting their attendance obligations and responsibilities through rewards and incentives.



Progression 2work is a Limited company registered in England and Wales | Registration Number 10975313

Registered office: Progression 2work | 110 High Street | Alfreton | Derbyshire | DE55 7HH

- To ensure all staff understand their roles in the monitoring and recording of attendance and punctuality.
- To work in partnership with external agencies to help support parents and students in resolving any issues that may be impacting on their Progression 2Work attendance.
- To maximise opportunities both in Progression 2Work and in later life. The vast majority of students want to attend education provision to learn, to socialise with their peers and to prepare themselves to take place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.
- To be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support, in line with the statutory guidance 2024 Working together to improve attendance

To achieve our aims with regards to attendance, everyone needs to be involved.

### **Our Expectations:**

We expect the following from our students –

- That they attend regularly.
- That they will arrive on time.
- That they will inform a member of staff if there is a problem or reason that may be preventing them from attending Progression 2Work.

We expect the following from parents/carers –

- That they abide by their legal duty to ensure the student attends regularly and arrives on time.
- That they contact Progression the first morning of all absences with a reason and state when they think their student will return.
- To arrange medical and dental appointments out of Progression 2Work hours wherever possible and pass the appropriate medical evidence to the office.
- To contact Progression whenever a problem occurs that may affect a student's performance or attendance.
- To not take pupils on holiday in term time.

What parents/carers and students can expect from Progression 2Work in relation to attendance –

- First day contact if we have not had a call from a parent/carers. Safeguarding our students is key.
- Regular, accurate recording of attendance.
- Early contact from Progression 2Work should a student's attendance level fall.
- Student rewards for improved and regular attendance.

### **Absence from Progression2Work:**

Absence falls into two categories, **AUTHORISED** and **UNAUTHORISED**.

All absences are unauthorised unless medical evidence is provided, or a professional agency can verify the absence. All evidence **must** be passed to the office for verification.

We realise that there are rare occasions where there might be an emergency that causes your student to be absent. Please contact Progression 2Work immediately and we shall try to deal with the situation sympathetically.

### **Authorised Absence Includes:**

- **Religious Observance** – Nottinghamshire is a vibrant and diverse county that promotes and respects the faiths and values of its communities. In Nottinghamshire one day for each religious festival (no more than three days in any one academic year) should be counted as AUTHORISED absence. The Student Regulations 2006 state that absence for religious observance should be treated as authorised absence '**on a day exclusively set apart for religious observance by the religious body to which the parent belongs**'. Additional days off for shopping or for extended celebrations should be treated as UNAUTHORISED absence.
- **Medical or Dental Appointments (With Evidence)** – All appointment, wherever possible, should be avoided during Progression 2Work hours and booked after the Progression 2Work day or in the Progression 2Work holidays. If an appointment falls within Progression 2Work hours children are expected to attend Progression 2Work before and after their appointment thus reducing any time away from Progression 2Work. Progression 2Work will only authorise the session in which the appointment falls (AM or PM).
- **Bereavement**

### **Unauthorised Absence Includes:**

- **Truancy**
- **Absences with no explanation from parents**
- **Oversleeping**
- **Shopping trips**
- **Day trips and holidays in term time which have not been agreed**
- **Birthdays**
- **Caring for other family members**

### **Unauthorised Absence Penalties:**

If your child is on roll at Progression 2Work and has unauthorised leave of absence you may be issued with a Penalty Notice of £160 per parent per child (discounted to £80 if paid within 21 days). If your child is not on our roll your case may be referred by the commissioning school or the Local Authority to the Magistrates' Court.

**Please be aware that it is the Progression 2Work's final decision on whether to authorise ANY absence.**

### **Absence Procedures**

**If your student is absent, we will:**

- Telephone or text you within 30 minutes of the start of the day on the first day of absence if we have not heard from you.
- Visit you at home if we have any immediate concerns. If unable to contact you, due to the vulnerable nature of our students, on the first day of absence we will raise a concern with the Local Authority.
- On the third day of absence a home visit will be undertaken by the attendance officer
- Further visits on every further third day of absence or more frequently if there are suspected or known safeguarding issues. Further visits may be undertaken with commissioners and multi-agency partners.

### **Persistent Absentees (What is a PA Pupil)**

- A pupil becomes a 'persistent absentee' when they miss 10% or more time across the Progression 2Work year for whatever reason. Absence at this level may result in considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately via phone call, letter or visit. PA pupils are tracked and monitored carefully.
- Any pupil that triggers 10 authorised or unauthorised absences during a 10-week period or accumulates 10% authorised or unauthorised absence during the relevant half term will be referred to the local authority or commissioning school to deal with further
- Any further absences from this point will be dealt with and actioned on an individual basis.

### **Attendance Actions - Parent Meetings**

Parents may be invited into Progression 2Work to discuss the attendance and/or lateness of their student if:

- Overall attendance is below 90%
- A pupil is continually late
- There is no improvement in either lateness and/or attendance
- A student is at risk of becoming a persistent absentee (PA)

### **Visits by Staff**

The Progression2Work staff may visit parents/carers at home if:

- There is an immediate concern for the welfare of that child
- No reasons/contact has been provided to Progression 2Work for a child's persistent absence
- To hold a meeting if parents/carers are not able to come into Progression 2Work
- To check a pupil is at home during a fixed term exclusion
- To offer support in improving levels of attendance

### **Persistent Absence Actions may include:**

- Inviting you into Progression 2Work for a meeting with staff.
- Referring pupils to the commissioning school who may refer to Education Welfare Service once unauthorised absence amounts to 10%.

### **Safeguarding Concerns:**

Any safeguarding issues pertaining to a student being taken out of Progression 2Work in circumstances that because concern will be addressed directly via the Local Authority Social Care Duty Team and/or CME Team and / or commissioning school.

Safe & Well checks are completed on any student who has not attended Progression 2Work for 3 school days and to whom no contact has been made with parent/carers despite efforts by Progression 2Work and commissioning school. This information is recorded and shared with any appropriate agency working with that young person.

### **Children Missing Education:**

When a student is marked absent on the register, Progression 2Work will always contact the parent/carer to establish why the student is absent. If the student is absent from Progression 2Work for one week without previous consent and parents/carers cannot be contacted; a home visit will be undertaken by the staff to trace the child. If the student remains absent after ten days and cannot be traced, after reasonable attempts i.e. daily phone calls, attempts to talk to other contacts and another home visit at a different time of day a referral will be made to the Children Missing Education Team for further investigation.

### **Holidays:**

Progression 2work supports the view that every lesson count and discourages parents/carers from taking holidays in term time.

Please be aware that a **Leave of Absence** forms are available at the commissioning school's office and must be completed and submitted back to the school who will inform Progression 2Work at least two weeks before any planned absence from Progression 2Work. Headteachers will only grant a leave of absence during term time if there are **exceptional circumstances**. The cheaper cost of holidays in term time is not an acceptable reason for an application.



Please be aware that a Penalty Notice will be considered if no reason is provided to explain the absence, the reason provided does not comply with Government guidelines or the request for leave is not considered as exceptional circumstance. All Penalty Notice requests will be considered in relation to the level of unauthorised absence over an academic year.

### **Punctuality:**

Poor punctuality is not acceptable. If your student misses the start of the day, they can miss work and disrupt lessons. Lateness can also be embarrassing for your student and can encourage absence.

All students are expected to arrive at Progression 2Work on time. The Progression 2Work day starts at 9.30am. Registers close ten minutes after the original registration. Any pupil arriving within the ten minutes will be marked as an **L** which signifies late. Any pupil arriving after this time will be recorded as a **U** which signifies, they have arrived after the register has closed and will be recorded as an unauthorised absence.

### **Persistent Lateness to Progression2Work:**

Pupils who are persistently late for Progression 2Work will be monitored and parents and commissioning schools will be contacted. Should punctuality not improve a referral could be made to the Education Welfare Service requesting a Penalty Notice under the Anti-Social Behaviour Act 2003. All Penalty Notice requests will be considered in relation the level of unauthorised absence over a Progression2Work year.

### **Integrating Pupils Who Have Been Absent for An Extended Period of Time Prior To Admission:**

For any student hat has been absent from Progression 2Work prior to admission, an initial meeting will be held with the parent/carer and designated staff members to discuss and agree a programme that will benefit the child.

Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate.

Designated staff should be responsible for deciding on the programme for return and for the management of that individual programme.



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**Helping to create a pattern of regular attendance is everybody's responsibility:**

**Learning:** - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at Progression 2Work is your legal responsibility and permitting absence from Progression 2Work without a good reason creates an offence in law and may result in prosecution.

**Safeguarding:** - Your student may be at risk of harm if they do not attend Progression 2Work regularly. Failing to attend Progression 2Work on a regular basis will be considered as a safeguarding issue.

**Managing and improving school attendance.**

To best manage and improve school attendance the Progression 2 Work will:-

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance. • Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

### **The Law:**

Under section 7 of the Education Act 1996, the 'parent' is responsible for making sure that their student of compulsory school age receives efficient, full-time education that is suitable for the child's age, ability and any Special Education Needs the student may have.

Compulsory school age is defined as from the age of five a student should attend school from the start of the term commencing on or after their fifth birthday until the last Friday in June that the student turns 16.

Section 444(1) if a student of compulsory age who is a registered pupil at a school fails to attend regularly at the school or alternative provision provided the parent is guilty of an offence and maybe liable on summary conviction to a fine not exceeding level 3 on the standard scale: A MAXIMUM FINE OF £1000.

Section 444(1A) If in the circumstances mentioned in subsection (1) the parent knows that their student is failing to attend regularly at the school or identified provision and fails without reasonable justification to cause him/her to do so, they are guilty of an offence and maybe liable on summary conviction to a fine not exceeding level 4 on the standard scale: A MAXIMUM FINE OF £2500 or IMPRISONMENT FOR A TERM NOT EXCEEDING THREE MONTHS or both.

Whilst students may be off Progression 2Work because they are ill, sometimes they can be reluctant to attend Progression 2Work. Any problems with regular attendance are communicated to the attendance officer and DSL who will then work on a plan to alleviate anxieties and barriers. We will also engage with commissioners and multi-agency partners to find solutions to on-going issues if support needs to be stepped up. This will be done in collaboration with families wherever possible and there are no inherent safeguarding issue. Where there are safeguarding issues, then the safeguarding policies will be followed alongside local and national guidance and procedures. If your student is reluctant to attend, it is always better to seek help rather than to try and deal with it alone

### **Telephone numbers**

There are times when we need to contact parents about lots of things, including absence, so we always need to have your current contact numbers. Help us to help you and your student by making sure we always have an up to date contact number.

### **Promoting Regular Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility and we ensure that it has a high profile throughout our organisation. We aim to achieve high levels of attendance and punctuality through rewarding excellent attendance and punctuality. Examples of rewards include -

- 100% attenders being placed on notice boards.
- Pupil rewards every half term
- Half termly certificates
- Targeted children are offered individual attendance rewards to help encourage improvement with their attendance over an identified period.



- Parents are also rewarded for their support in maintaining and improving good Progression 2Work attendance.

Progression 2Work Attendance is an item that is monitored and discussed regularly with SLT and Directors. Patterns and trends are analysed. Attendance data is submitted to the Directors at regular board meetings.

For the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to students the importance and value of education.

### **Roles and Responsibilities**

#### **Directors**

- To understand the attendance policy and procedures within Progression 2Work.
- To address any attendance concerns/appeals presented by parents to the governing body with regards to attendance.

#### **Headteacher**

- To ensure legal requirements are being met with regards to attendance.
- To be responsible for the operational management of the Attendance Policy.
- To remind staff at the beginning of the academic year about the contents of this policy and correct procedure for completing registers.
- To discuss attendance with parents/carers/children who are admitted to Progression 2Work part way through a term.
- To work with the Attendance Officer in commissioning schools to oversee the efficient operation of the attendance system and the collation and analysis of attendance data, thus identifying trends, which can then enable the Progression 2Work to target their efforts.
- To discuss and support any attendance cases with EWS if referred by the commissioning school

#### **Staff Attendance Lead/Staff**

- Record attendance
- Record all 'First Day Contact'.
- Monitor individual attendance and action according to absence.
- Liaise with agencies to improve individual student's attendance.
- Liaise with Headteacher and DSP regarding any concerns over the welfare of a child.
- Meet regularly with staff to discuss individual/whole Progression 2Work attendance.
- Maintain the promotion of good attendance via notice boards within Progression 2Work.
- Run attendance initiatives within the Progression 2Work Hub and reward students for good/improved attendance.
- Complete home visits if required.

### **Responsibilities of Parents/Carers**

Ultimately it is the responsibility, by law, of a student's parent/carers to ensure that their children attend the Progression2Work at which they are registered, regularly, on time and in a fit condition to learn. Parents are also responsible for ensuring that their children stay in Progression 2Work once they have registered.

Parents can do a great deal to support the regular and punctual attendance of their children by –

- Taking an active interest in their child's school life and work
- Attending parents' evening/meetings and other Progression 2Work events
- Ensuring their student goes to bed at an appropriate time
- Ensuring their student arrives at Progression 2Work on time each day
- Ensuring that their student only misses school for reasons that are unavoidable or justified
- Always notifying Progression 2Work as soon as possible – preferably on the first morning of any absence
- Respond as quickly as possible to any text messages from Progression 2Work
- Talking to Progression2Work if they are concerned that their student may be reluctant to attend Progression 2Work

### **Correspondence**

Any correspondence should always be posted in sealed envelopes marked 'Confidential', with the recipient's name written clearly on it. If there is any data protection breach, disciplinary action will be applied.

A handwritten signature in black ink, appearing to read 'J. Varley', enclosed within a large, loopy oval shape.

Johanne Varley  
Managing Director