



## ALTERNATIVE PROVISION

# Attendance Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

## Table of Contents

<b>Statement of Intent .....</b>	<b>3</b>
<b>Expectations .....</b>	<b>4</b>
<b>Responsibilities .....</b>	<b>4</b>
<b>Recording Attendance .....</b>	<b>6</b>
<b>Punctuality.....</b>	<b>7</b>
<b>Absence Requests.....</b>	<b>8</b>
<b>Penalty Notices and Legal Measures .....</b>	<b>10</b>
<b>Leavers .....</b>	<b>10</b>
<b>Attendance Codes.....</b>	<b>12</b>
<b>Raise Values .....</b>	<b>14</b>

## Statement of Intent

**RAISE-AP** believe that for each child to reach their full educational achievement, a high level of attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued, safe and welcome. Every student has a right to access the education to which they are entitled. Parents / Carers and all staff share the responsibility for supporting and promoting excellent provision attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that children of compulsory school age receive full-time education. Parents/carers have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent/carer is guilty of an offence under Section 444(1) of the Education Act 1996.

While the parent/carer is primarily responsible for ensuring their school-registered child attends regularly, where school attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the pupil, parent/carer, school and local authority.

It is important that everyone works together to help children obtain the best possible start in life with a good education. Therefore, we encourage our parents and carers to work in partnership with us notifying the school of the reason for any of their child's absences and highlighting any areas of concern they may have so they can be addressed promptly.

For your child to take full advantage of the educational opportunities offered it is vital your child is at our provision, on time, every day the provision is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

An attendance mark will be taken each day for when our students are expected to attend.

## Expectations

We ask that all students aim to have the best attendance for them, depending on their individual circumstances. For many students, they should be aiming to have an attendance figure of 97% and above, with the goal being 100%.

We know that for some students, medical conditions, and other needs, means that their own personal attendance target may not be 100%. We recognise that for those with additional needs, 100% attendance is not always physically possible. We ask that you aim to attend the provision on each and every day that you are able to, ensuring that you attend regularly and engage with the various levels of support in place.

Good attendance ensures a continuity of curriculum provision, enabling academic progress. Additionally, regular school attendance can help with establishing routines, managing social situations, and ensuring positive connections with peers and the wider **RAISE-AP** community.

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## Responsibilities

### Parents / Carers

We expect that all parents/carers, who have day to day responsibility for the child, will help ensure their child have excellent attendance by:

- Informing **RAISE AP** on every day of absence. This can be done via a phone call, our online absence form or by sending an email to [contact@raiseap.co.uk](mailto:contact@raiseap.co.uk).
- Supporting the provision with their child in aiming for 100% attendance each year or the best attendance possible.
- Ensuring they understand the importance of good attendance and punctuality
- Taking an interest in their child's education – ask about provision work and encourage them to get involved in activities. This will encourage children to share any possible issues which may in turn affect their attendance.
- Discussing any problems they may have at **RAISE AP** and informing provision staff so that they are able to be supported.
- Avoiding taking their child out of the provision for non-urgent medical or dental appointments
- Endeavouring to arrange appointments and outings during after provision hours, at weekends or during school holidays to help prevent disruption to your child's education and to the provision
- Encouraging your child into school even for part of the day if they have been ill during the night, had broken sleep etc...
- Only request leave of absence if it is for an exceptional circumstance.

## **RAISE AP Staff**

**RAISE AP** staff will:

- Ensure that all students are registered accurately.
- Promote and reward good individual attendance with students at all appropriate opportunities.
- Liaise with the Head of Provision on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Follow the appropriate staged interventions and communications with students and their parents/carers for non-attendance. This includes conversations with the student held by key staff, and where attendance continues to be of concern, with the Head of Provision.
- Support students with absence to engage with their learning once they are back in the provision.

## **Students**

1. Attend every day unless they are ill or have an authorised absence.
2. Arrive at **RAISE AP** on time.
3. Go to all their registrations and lessons on time.
4. Take responsibility for registering, using our digital sign in, when arriving and leaving the site.

## **RAISE AP Head of Provision**

The Head of Provision will oversee, direct and co-ordinate the provision's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout. This person will also ensure that attendance is both recorded accurately and analysed. The Head of Provision will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, the Head of Provision will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. They will be invited to **RAISE AP** to discuss the concerns around attendance. Continued periods of absence, without genuine and communicated reasons, will be recorded as unauthorised. A note or explanation from a student's home does not mean an absence

becomes authorised. The decision whether to authorise an absence will always rest with the Head of Provision

**RAISE AP** will promote the importance of excellent attendance and to help us all, whether parents/carers, pupils or staff, to focus on this we will:

- Contact home if we have any concerns regarding your child's attendance or anything that could result in your child not wishing to attend the provision.
- Report to you on how your child is performing at **RAISE AP**, what their attendance and punctuality rate is and how this relates to their attainment.

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## Recording Attendance

**RAISE AP** must legally take an attendance register each day the student is expected to be in. The provision operates two options for attendance. For students who access the provision daily, they are either assigned a morning or afternoon session. Students in the morning session should arrive for 9.00am, with attendance after 9.15am being noted as a late mark. Students in the afternoon session should arrive at 12.30pm, with attendance after 12.45pm being noted as a late mark. For pupils who access the provision for a full day, two attendance marks are collected (at 9.00am and 12.30pm).

It is important to be on time for the first expected registration and then each lesson throughout the day. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time, missing vital information and causing disruption to the lesson for others.

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary. Any absence will be recorded with a specific code depending on the type of absence.

If a child arrives after the close of registration s/he/they will be considered as having an unauthorised absence and this will be coded U in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site but is legally recorded as an absence.

The two main categories of absence are:

1. Authorised absence – when the provision has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
2. Unauthorised absence – when the provision has not received a reason for absence or has not approved a student's leave of absence after a parental/carer request.

We can, if needed, change an authorised to unauthorised and vice versa, if new information is presented. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

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## Punctuality

Registration starts promptly at the times listed in the previous section, depending on the session a student is entered for at [RAISE AP](#).

If your child arrives after registration window closes they will receive a 'late before registration closes' mark.

If your child arrives after the close of the register they will be marked with an unauthorised absence code 'U' which shows them to be on site but legally recorded as absent for the whole session. This will remain unless the provision is satisfied that there is a legitimate reason for your child being late.

It is expected that all students use the digital sign in when arriving / leaving the provision.

Persistent lateness will result in communication with the provision and home and may result in provision sanctions.

Persistent lateness after the close of registration and therefore, an absence, may become subject to legal action.

Students will receive sanctions (parents/carers are notified) for lateness which increase in severity if lateness becomes more persistent.

Parents/carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents/carers will be invited to attend the provision and discuss the problem and support may be offered

If support is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the provision will be in contact with the Local Authority to discuss potential sanctions.

### Ten Days' Absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the

child is 'at risk of missing'. Children's Services staff will visit the last known address and alert key services to locate the child. Please help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

### **Continued or Ongoing Absence**

If your child misses 10% (three weeks/sessions) or more, for whatever reason, they are defined as persistent absentees. This is an attendance of 90.9% and below.

Absence for whatever reason disadvantages a child by creating gaps in his/her/their learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

If your child has had absence and their attendance level is falling towards 90%, we will contact you and, depending on the reasons for the absence, and will involve the Local Authority.

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## **Absence Requests**

### **Dentist, Doctor or Other Appointment**

Please try to make appointments out of provision hours but if this is not possible, your child should only be out of school for the minimum amount of time necessary for the appointment. Taking a whole day off for a medical appointment should only be done in exceptional circumstances.

Please advise the provision in advance of any appointments made.

### **Health Needs**

Sometimes children or young people become too unwell and are unable to attend the provision for a significant period. At these times [RAISE AP](#) will work in partnership with the Local Authority to make suitable arrangements for that child's continuing education that considers their age, aptitude, ability and SEN needs and their health condition.

[RAISE AP](#) will make reasonable adjustments to meet the need of the child if they are able to attend school with adjustments such as a flexible approach to the timetable. We have a duty to ensure that all students are having their educational needs met, including those who attend the provision part-time and intermittently. [RAISE AP](#) will



always notify the Local Authority of any student who is on a reduced hour of flexible learning provision.

There is an expectation that most children will make a full or partial recovery from their illness. At this point it is important that the child's needs for education continue to be appropriately met with the aim that most children will transition back to the expected attendance of the provision placement.

### **Absence for Other Reasons**

This might include circumstances such as family bereavement or religious observance. Please write a brief letter of explanation to the Head of Provision. Please make every effort to let us know well in advance of the requested time though we appreciate that this is not always possible.

### **Leave of Absence Request**

Amendments to school attendance regulations were updated and enforced from September 2013:

*The Education (Pupil Registration) (England) Regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases, holiday will not be authorised.*

Parents/carers wishing to apply for leave of absence need to write to the Head of Provision in advance and before making any travel arrangements. The Absence Request Form can be found on our [RAISE AP](http://www.raiseap.co.uk) website: [www.raiseap.co.uk](http://www.raiseap.co.uk).

If term-time leave is taken without prior permission from the provision, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Local Authority's *Code of Conduct*, parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during provision time.

## Penalty Notices and Legal Measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

The Local Authority will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

1. The child or family do not require the support from any agency to improve the attendance
2. The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence

The following legal measures will be used for students of compulsory school age who are registered at the provision:

- Parenting contracts set at Education Planning meetings.
- Parenting orders
- Penalty Notices
- Education Supervision Orders
- Prosecution

Where a child has **unauthorised absence**, the provision must enforce The Local Authorities *Code of Conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority.

## Leavers

If your child is leaving our provision (other than when leaving at the end of Year 11) parents are asked to:

Give the Head of Provision comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school / provision and the start date when known. This should be submitted to [RAISE AP](#) in writing.

If students leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools, provisions and local authorities to then carry out investigations to try and locate your child, which

includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

### **Absence through child participation in public performances, including theatre, film or television work and modelling**

Parents of a child who requires absence due to public performances, can seek leave of absence from the provision for their child to take part in a performance. They must contact the Head of Provision to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Head of Provision's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

### **Absence through competing at regional, county or national level for sport**

Parents of children who are competing in sporting competitions, can seek leave of absence from the provision for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Head of Provision's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Head of Provision and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

### **Gypsy, Roma, Traveller and Showman families**

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school / provision cannot remove a Traveller child from the school / provision roll while they are travelling. When the Traveller is away, the home school / provision holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

### **Study leave**

We believe that students' needs are best met if they attend the provision every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way.

Study leave will only be granted to Year 11 students during the time of the GCSE examination period. Should any students wish to attend the provision (or should their parents wish them to) on the days and at times when they are not sitting examinations,

arrangements will be made for them to do so. **RAISE AP** will work within the legal requirements, for example:

- Study leave should only be granted to Year 11 students and never to those in other year groups
- it should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, i.e. not before the beginning of that period
- It should always be granted sparingly, taking account of an individual student's ability to manage and benefit from unsupervised study
- Any student has the right to attend school during study leave and a parent has the right to insist he/she/they do so
- Any session given to students as study leave has a statistical meaning of authorised absence (it is not an approved educational activity as it is unsupervised) and should be recorded and reported on by the provision as such.

### **Teenage pregnancy**

Support will be directed to keeping a student in the provision and, wherever possible, her return to full-time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

## **Attendance Codes**

### **Present Codes**

- / or \ (Present am or pm): Student is present in school during registration.
- L (Late): Student arrived late before the register closed.
- B (Educated off Site): Student is at an approved, supervised off-site educational activity.
- K (Education provision provided by LA): Student is receiving education arranged by the local authority.
- P (Sporting Activity (Approved)): Student is participating in a school-approved, supervised sporting activity.
- V (Educational trip): Student is on a school-organised residential trip or supervised educational trip.
- W (Work Experience): Student in the final two years of compulsory education is attending work experience.

## Authorised Absent Codes

- C (Other Authorised Absence): Leave for exceptional circumstances.
- C1 (Other Authorised Absence): Absence for a regulated performance or employment abroad.
- C2 (Other Authorised Absence): Pupils on part-time timetables.
- J1 (Interview): Leave to attend an interview for employment or admission to another educational institution.
- E (Excluded): Student is excluded but still on the admission register (up to the sixth consecutive day of a fixed period or permanent exclusion).
- M (Medical/Dental Appointments): Absence due to medical or dental appointments that could not be scheduled outside school hours.
- R (Religious Observance): Absence for religious observance on a designated day.
- S (Study Leave): Study leave granted sparingly to Year 11 pupils for public exams, with students still able to attend school for revision.
- T (Traveller Absence): Used when Travellers are travelling for occupational purposes and have agreed this with the school.
- I (Illness): Used for any form of illness, including Covid-19 illness if not distinguished.

## Unauthorised Absent Codes

- G (Family Holiday (Not Agreed)): Holiday not authorised by the school or exceeding the period determined by the headteacher.
- N (No Reason): Reason for absence not provided; if no reason is provided after a reasonable time, it should be changed to O.
- (Unauthorised Absence): School is not satisfied with the reason given for absence.
- U (Late (After Register Closes)): Student arrived after the register closed.

## Codes that are not counted and don't affect attendance figures

- D (Dual Registration): Student is registered at another school and attends it during this lesson (e.g., at a pupil referral unit).
  - X (Non-statutory school age absence): Sessions non-compulsory school-age children are not expected to attend (for early years students before their 5th birthday).
  - Y1 (Unable to attend): Absence due to unavailable transport.
  - Y2 (Unable to attend): Absence due to widespread disruption to travel.
  - Y3 (Unable to attend): Absence due to part of the school being closed.
  - Y4 (Unable to attend): Absence due to unexpected whole school closure (different from # for planned closures).
  - Y5 (Unable to attend): Absence due to pupils in the criminal justice system.
  - Y6 (Unable to attend): Absence due to public health guidance or law.
  - Y7 (Unable to attend): Any other unavoidable cause.
  - Z (Pupil Not On Roll): Used when setting up registers in advance of pupils joining; schools must take attendance from the student's first scheduled day.
  - # (School Closed To Pupils): Used for whole or partial school closures known or planned in advance, such as if the school is used as a polling station.
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## Raise Values

Our [RAISE-AP values](#) (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Accessibility policy.

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