



**Keats Engineering and Education Ltd in Partnership with Pontefract Collieries
FC: Attendance Policy**

Document Type	Revision No	Date Created	Renewal date	Approved By
Policy	008	03.12.24	03.09.25	T.Wiles

Positional Statement

Excellent attendance and punctuality are key in helping our learners fulfill their true potential. It is everyone's responsibility as a member of our organisations to protect all our learners and to ensure they have the best life chances; hence it is all our responsibility to ensure excellent attendance and punctuality.

Providing safe and happy places to learn is essential to, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC. Every member of the community has rights and responsibilities which enable us to work and learn in a learning environment in which we feel safe and supported.

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC take an active approach to promoting good attendance. With the support of parents, the wider community, and the learners themselves, we take a positive approach to safeguard the well-being of all learners and staff.

To improve the overall attendance of learners we aim:

To promote good attendance and reduce absence, including persistent absence, making excellent attendance and punctuality a priority for all those associated with Keats Engineering and Education Ltd and Pontefract Collieries FC

To ensure every learner has access to the full-time education to which they are entitled

To address early patterns of absence

To develop systems and structures that:

- Provide clear roles, responsibilities and promotes consistency in carrying out designated tasks
- Ensure effective communication between home and Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC
- The effective use of data to allow for support to be targeted at the correct learners
- Provide incentives to maximise attendance if required
- Support and guide parents/carers and learners to attend their education
- Recognise and address the needs of the individual learner when planning reintegration following significant periods of absence.

Definitions

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC defines “absence” as either:

- Arrival at a Centre after the register has closed at 10.00am
- Not attending the Centre for any reason.

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC define an “authorised absence” as:

- An absence for sickness for which the Centre has granted leave
- Medical or dental appointments which unavoidably fall during education time for which the Centre has granted leave. We do ask that parents/carers make every attempt to avoid such appointments during the educational day
- Religious or cultural observances for which the Centre has granted leave
- An absence due to a family emergency.

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC defines an “unauthorised absence” as:

- Parents keeping learners away from Centre’s unnecessarily or without reason
- Truancy before or during the educational day
- Absences which have not been properly explained
- Arrival at a Centre after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term time which have not been agreed
- Leaving a Centre for no reason during the day.

The Department of Education defines “persistent absenteeism (PA)” as:

- Missing 10 percent or more of Education across the year for any reason. These learners are at particular risk of achieving poor outcomes or struggling socially.

The system for reporting and investigating absenteeism

The Director of Education oversees the implementation of this attendance policy.

If any learner is absent the parent of that learner must inform the Attendance Officer by 8:30am with a reason required. Anyone who is absent and their parent/guardian has not let us know will be contacted by the Attendance Officer each morning. All the Schools we work with are informed via email of each student's attendance status. If a student on one of our Post 16 programmes is having attendance issues we work with their Key Workers to try and improve their attendance.

Our attendance procedures ensure that any unexplained absences are promptly addressed. The Director of Education or the Designated Safeguarding Lead (DSL) will follow up on any unexplained absences within 30 minutes of the start of each session. This process is repeated at the beginning of every session throughout the day to ensure consistent monitoring and swift action where necessary.

In line with the *National Framework for Penalty Notices*, we are committed to addressing attendance concerns promptly and effectively. If a student's attendance does not improve despite appropriate support being offered, or if the support is refused or not engaged with, legal interventions such as Notices to Improve, penalty notices, or other statutory measures may be pursued. This includes cases where absences are unauthorised, such as taking a holiday during term time. Additionally, as part of our duty to support schools where the student remains on their roll, we will share attendance information to ensure continuity in addressing any issues. Where persistent non-attendance raises concerns about a student's whereabouts, the *Children Missing Education* policy and procedures will be followed to ensure the pupil's safety and educational entitlement.

Additional Needs

Our attendance policy is designed to recognise and address the unique needs of individual students and specific groups within our provision. We understand that barriers to attendance can vary widely depending on individual circumstances, including SEND needs, mental health challenges, safeguarding concerns, or socio-economic factors. Using provision-level attendance data, we analyse patterns and trends to identify these barriers and implement targeted strategies to support students effectively. This may include creating personalised attendance plans, providing transport assistance, offering mental health or pastoral support, and working closely with families and external agencies to address challenges. Our approach ensures that the policy is flexible and tailored to the unique context of each student it serves, promoting equitable access to education for all learners.

Policy on Student Attendance Outside Scheduled Days

In the event that a student attends the setting on a day when they are not scheduled to be present, the following procedures must be adhered to by the attendance officer, or the deputy attendance officer in their absence:

1. **Parental/Carer Contact:** The attendance officer (Emilie Waddington Attendance Officer / Phil Booth Deputy Attendance Officer) must contact the student's parents or carers by telephone to inform them of the situation and obtain permission for the student to leave the premises.
2. **School Notification:** The attendance officer must inform the relevant school of the situation via phone with a follow-up email.

Once parental authorisation has been obtained, the student may be permitted to leave the site in accordance with the arrangements agreed upon by the parents.

If the student decides to leave the setting prior to the completion of these steps, the following actions must be taken:

1. **Parental Contact:** Efforts to contact the student's parents or carers must be made.

2. **School Notification:** The school attendance officer must be notified via phone with a follow-up email, providing a full explanation of the situation.

Monitoring attendance

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC will monitor all learner's attendance and analyse all attendance to:

Identify learners and families who need support

Identify vulnerable learners. E.g. Safeguarding, bullying, Young Carers

To identify sub-groups or patterns of behaviour where we can and develop an intervention plan to improve attendance.

To ensure attendance is high profile and everyone in Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC is fulfilling their roles regarding attendance.

Rewarding attendance

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC will:

Implement and monitor a system of rewards and sanctions to promote good attendance.

Provide resources to finance a system of rewards for good improvements in attendance where appropriate.

Involve all learners in evaluation and review of their attendance.

Policy Reviews

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other Policies and Procedures, please contact: t.wiles@keatsee.com