



Attendance Policy

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Sage Education Provision Ltd

Date to be reviewed: 20.09.2026 or whenever a significant change in legislation or guidance

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Introduction

At Sage Education Provision we are committed to supporting all our students in achieving high attendance. Regular attendance not only promotes reliability and consistency, but also gives students the best chance to thrive academically and socially.

We will:

- Keep accurate and up to date records of attendance
- Always seek to establish the safety of any young person who does not attend a session when expected
- Promote good attendance and support in reducing absence, including persistent absence
- Support learners to access the education to which they are entitled
- Act early to address patterns of absence

Parents/carers have a legal responsibility to ensure their child attends daily and arrives on time. A punctual start to the day is crucial, helping students settle into their routine and make the most of their learning opportunities.

Reporting an Unplanned Absence

If your child cannot attend a session due to illness or another unforeseen reason, you must inform us as early as possible. Please call us on **01354 572449** before the start time of their session, providing the reason for the absence.

When absences are due to medical reasons, please be specific about the condition. In cases of contagious illnesses like chickenpox or measles, we may notify other families and staff.

Persistent absences will require medical evidence. Where there is persistent absence from the provision, we will communicate with the commissioning school for additional support measures and actions.

Safeguarding is a top priority at our provision. If a student is absent without notification, we will contact parents/carers. If we cannot reach you, we will try emergency contacts. If no one can be reached, our Pastoral Team will investigate, potentially including a home visit, on the first day of absence.

Reporting a Planned Absence

If your child has an appointment during a session time, please notify us in advance by phone or email. Wherever possible, appointments should be scheduled out of hours. If this is unavoidable, arranging appointments at the beginning or end of the day helps minimise disruptions to learning.

For long-term or frequent absences, such as for medical treatment, we will work with you to develop a tailored support plan to ensure your child continues to progress in their education.

Term-Time Holidays

We cannot approve absences for holidays during term time, even in situations where students have families overseas.

If you are seeking authorisation for term time holidays, please speak with the commissioning school or Local Authority.

Exceptional Circumstances

If you wish to request time off for exceptional circumstances, please request to speak with a member of staff. All requests will be reviewed individually.

Please note, that if you are seeking authorisation for time off for exceptional circumstances, you will need to speak with the commissioning school or Local Authority.

Punctuality

Punctuality is the cornerstone of success and arriving on time ensures that students begin their day positively, ready to engage with their learning and to participate fully in our community.

Supporting Families with Attendance

We understand that maintaining regular attendance can be challenging for some families. If you are struggling, please contact the Director Gemma Fulcher gemma@sageeducationprovision.com. We offer a variety of support options and are always willing to discuss any barriers to attendance.

Working together, we can ensure every student has the opportunity to succeed through excellent attendance.

Learners placed with Sage Education Provision by commissioning schools or Local Authority

Sage Education Provision will agree the mechanism for reporting daily attendance to commissioning schools or Local Authority.

Unless alternative arrangements have been agreed in writing, Sage Education Provision will:

- Email the school attendance officer or case worker within 15 minutes of the scheduled session time to confirm learners' attendance or non-attendance
- Attempt to contact a parent/carer or other contact to establish the safety of the learner if the learner has not arrived when expected
- Telephone the school or case worker immediately if there are safeguarding concerns
- Email the school attendance officer or case worker as soon as possible if a learner arrives late (specifying the arrival time and any reason given for the late arrival)
- Email the school attendance officer or case worker as soon as possible if a learner leaves a session early
- Email the school attendance officer or case worker if a learner or parent informs us that they will not be attending a planned session

If Sage Education Provision needs to cancel a planned session, we will inform the learner's main school contact and the school attendance officer/case worker as soon as possible. We will also inform the learner's parent/carer.

Sage Education Provision will keep daily records of attendance.

Learners attending Sage Education Provision by private arrangement

Sage Education Provision will keep daily records of attendance.

Procedures will be agreed with parents/carers for the event that a learner does not attend a scheduled session within 15 minutes of the start time.

Policy review

This policy will be reviewed annually.