



Educate. Nurture. Inspire.

Attendance Policy
September 2025
Review September 2026

ATTENDANCE POLICY

AIMS AND PURPOSE

Regular school attendance is essential to students' safety, wellbeing, learning and long-term outcomes. At Young Women's Hub, attendance is treated as a safeguarding matter as well as an educational priority, particularly where students are vulnerable, have additional needs, are known to social care, experience mental health or emotional barriers, or are at risk of exploitation, neglect, harm or becoming missing from education.

Young Women's Hub believes that regular attendance helps students access trusted adults, routines, education, therapeutic support and opportunities to build resilience, confidence and independence. We recognise that absence, persistent lateness or patterns of non-attendance may indicate unmet need, safeguarding concerns or barriers outside the student's control, and we will respond with curiosity, care and timely intervention.

We value every student and will work with families, carers and relevant professionals to identify the reasons for absence or poor punctuality at the earliest opportunity. For vulnerable students, this will include considering whether additional safeguarding, early help, SEND, health, pastoral or multi-agency support is required to remove barriers and promote safe, consistent attendance.

This Attendance Policy should not be viewed in isolation. It forms part of the school's wider safeguarding, inclusion and pastoral approach and should be read alongside policies on safeguarding, child protection, bullying, behaviour, SEND, mental health and wellbeing. Our aim is to secure the right support at the right time, challenge absence where appropriate, and ensure that vulnerable students are seen, heard, safe and able to access education.

GENERAL PRINCIPLES

Parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

This policy is based on the Department for Education's statutory guidance, 'Working together to improve school attendance', and parental responsibility measures regarding school attendance. The school will review this policy to ensure it remains aligned with current attendance legislation and statutory guidance.

The guidance is based on the following legislation, which sets out the legal powers and duties that govern school attendance:

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the student was:

- present.
- absent.
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Students in the sixth form who are above compulsory school age are expected to attend all timetabled lessons, registration, interventions, enrichment, agreed placements and appointments in line with their individual programme of study.

ATTENDANCE AND ABSENCE AT YOUNG WOMEN'S HUB

Categorising absence

Where students are recorded as absent, including sixth form students, the register must show whether the absence is authorised or unauthorised, in line with statutory requirements and the student's agreed programme of study.

Absence can only be authorised by the Head and not by parents. All absences will be unauthorised unless a satisfactory explanation for the student's absence has been received.

Parents and carers must advise the school by telephone, text, email or other agreed communication method by 9.00am on the day of absence and provide the school with an expected return date. This should be followed up with medical evidence, where appropriate, such as an appointment letter or card, or a copy of a prescription. Absence will be categorised as follows:

Illness

Parents may be asked to provide medical evidence to allow the Head to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription, etc.

Medical/Dental Appointments

Parents are advised to make medical and dental appointments outside of the school day, where possible. Where this is not possible, students must attend school for part of the day. Parents must show the appointment card to the school.

Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances, e.g., serious family illness or bereavement.

Suspended (No alternative provision made). Suspension from attending school is counted as an authorised absence. The school will decide whether work should be sent home.

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Due to exceptional circumstances, parents and carers who need to take their student out of school during term time must send a written request to the Head of School. Retrospective requests will not be considered, and the absence will be categorised as unauthorised.

All requests for leave of absence will be responded to in writing, outlining the conditions of leave granted. If a student fails to return and contact with the parents has not been made or received, the school may take the student off the school roll, or, for sixth form students, review their place on the sixth form programme, in line with statutory requirements, safeguarding procedures and school processes. This may result in the student losing their school place or sixth form place, as applicable.

If permission to take leave is not granted and the parent or carer takes their student out of school, the absence will be unauthorised. In such cases, the school may request the local authority to issue a Penalty Notice or consider other legal sanctions, including prosecution in the magistrates' court.

Religious Observance

Young Women's Hub acknowledges the multi-faith nature of British society. It recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, necessitating a consideration by written request by the parent of authorised absence. Such absence will be authorised up to a maximum of two days annually.

Traveller Absence:

Like all other students, Traveller students are expected to attend school as regularly as possible.

To protect Traveller parents and carers from unreasonable prosecution for non-attendance, attendance will be considered in line with the relevant statutory provisions where a family's trade or business requires them to travel and the student attends school as regularly as that trade or business permits.

Young Women's Hub will be regarded as the base school if it is the school where the student usually attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller students can register at other schools temporarily while away from their base school; in such cases, the student's school place will be kept open while travelling. This protects them from unfairly losing their place at their school of usual attendance.

Young Women's Hub can only effectively operate as the student's base school if it is engaged in ongoing dialogue with Traveller families. This means that parents must:

- advise the school of forthcoming travelling patterns before they happen; and
- inform the school of proposed return dates.

Young Women's Hub will authorise the absence of Traveller students if we are satisfied that a family is travelling and has indicated that they intend to return.

Traveller students will be recorded as attending an approved educational activity when:

- The student is on roll and attending another visited school.
- The student is undertaking supervised educational activity under the authority of another local authority's Traveller Education Service.
- The student is undertaking computer-based distance learning that is time-evidenced.

Where Traveller students are registered at a school and are known to be present either at a site, official or otherwise, or in a house and are not attending school, the absence

will be investigated in the same way as for any student, and appropriate statutory action may be undertaken.

Interviews with post-16 students for their post-18 options, including university, apprenticeships, training or employment, may be recorded as authorised absence where agreed by the school. Part-time job interviews do not fall into this category and should be arranged outside of timetabled school or study hours.

Late Arrival

The school day begins at 9.15am for students and ends at 3.00pm, unless a student is following an agreed phased timetable. Registration begins at 9.15am, and students arriving after this time will be marked as present but late. The register will close at 10.00am, and students arriving after this time will be recorded as an unauthorised absence for that school session unless an acceptable reason is provided; statutory action may be taken where appropriate.

Upon arrival after the close of registration, students must immediately report to the main office to ensure that we can be responsible for them while they are on school premises.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the student arrives late without a justifiable cause.

Student Missing from Education or Leaving Site Without Permission

If a student has left home to travel to school but does not arrive, or if a student leaves the school building or site without permission during the school day, this will be treated as a safeguarding concern. The school will make immediate attempts to contact the student and will contact parents or carers without delay. The police will be contacted immediately where there is any concern that the student may be at risk of harm, exploitation, neglect, self-harm, medical risk, or where the student is known to be vulnerable. The police will also be contacted if the student cannot be located quickly following urgent checks, if parents or carers cannot confirm the student's whereabouts, or if the student is believed to have left school without permission and staff cannot confirm that she is safe. All actions, calls and decisions will be recorded on CPOMS.

Escalation procedure if a student cannot be located: If a student cannot be located after initial contact attempts, the Attendance Officer, Head of Year or designated safeguarding lead will escalate the concern without delay. The school will re-check attendance records, lesson registers, signing-in and signing-out records, transport information and known safe places on site. Parents and carers, emergency contacts and relevant professionals will be contacted as appropriate. The police must be contacted without delay if there is a safeguarding concern, a known vulnerability, unexplained absence after travelling to school, evidence or concern that the student has left the school site without permission, or any concern that the student may be at risk of harm. The school will also notify the local authority in line with children missing education and safeguarding procedures where required. All actions, decisions, contacts and outcomes will be recorded on CPOMS, and a follow-up safeguarding and attendance review will take place once the student is located.

Unauthorised absence will not be authorised unless parents have provided a satisfactory explanation, and the Head of School has accepted it.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday.
- Shopping
- Having their hair cut.
- Closure of a sibling's school for INSET or other purposes.
- "Couldn't get up."
 - Illness where the student is considered well enough to attend school.
- Family holidays.
- Part-time job interviews.

2 Deletions from the Register

Students may be deleted from the admission register only where the relevant statutory grounds apply and after the school has followed the required safeguarding and local authority notification procedures.

- The student has ceased to be of compulsory school age and the relevant statutory grounds for deletion from the admission register apply.
- Transfer between schools.
- Failure to return from an extended holiday after the school has tried to locate the student.
 - A medical condition prevents attendance and the statutory grounds for deletion from the admission register are met.
- In custody for more than four months.
 - **20 days of continuous unauthorised absence, and the school has tried to locate the student.**
 - The student has left the school and their whereabouts are unknown after the school has tried to locate them.
 - Death of a student.

3 Roles and Responsibilities

The Young Women's Hub believes that improved school attendance can only be achieved if it is viewed as a shared responsibility among school staff, governors, parents, students, and the wider school community.

As such, the Governing Body will:

- Ensure that the importance and value of good attendance are promoted to students and their parents.
- Review the school's Attendance Policy regularly and ensure the resources are available to implement it fully.
 - Ensure that the School Attendance (Pupil Registration) (England) Regulations 2024 and other attendance-related legislation are complied with.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
 - Ensure that attendance data is reported to the local authority, previous school, partner provider or relevant agency as required and on time.

- Ensure that there is a named person responsible for leading attendance.
- Ensure that the school has clear systems for reporting, recording, and monitoring the attendance of all students, including those educated off-site.
- Ensure that there are frequent procedures for collecting and analysing attendance data to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and evaluate the effectiveness of interventions.

The Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents.
- Form positive relationships with students and parents.
- Ensure that there is a whole-school approach that reinforces good school attendance. For example, good teaching and learning experiences encourage students to attend and achieve.
- Monitor the implementation of the Attendance Policy and ensure it is reviewed regularly.
- Ensure that staff are familiar with the Attendance Policy and can effectively address attendance issues.
 - Ensure that the School Attendance (Pupil Registration) (England) Regulations 2024 and other attendance-related legislation are complied with.
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
 - Interpret the data to devise solutions and evaluate the effectiveness of interventions.
 - Ensure that all relevant school staff share and reinforce all the above priorities.
- Develop a multi-agency response to improve attendance and support students and their families.
- **The Attendance Officer is Aaliyah Edwards and can be contacted on 0208 698 6675 or by email at AEWall@ywh.org.uk. She does not work Mondays.**

Students, including those in the sixth form, are expected to attend school regularly, arrive on time, attend all timetabled sessions and follow the attendance procedures set out in this policy.

Parents and carers will be asked to:

- Discuss school and education with their child. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and aspire.
- Contact the school if their child is absent to let them know the reason and the expected date of return. Follow this up with a note, where possible.
- Try to avoid unnecessary absences. Wherever possible, schedule appointments for doctors, dentists, and other healthcare professionals outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact their child's attendance.

- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with the school and acknowledge the importance of children receiving the same messages from school and home.
- Encourage a routine at home, such as bedtimes, homework, and preparing the school bag and uniform the evening before.
- Do not keep their child off school to go shopping, help at home, or look after other family members.
- Avoid taking your child out of school during term time, unless unavoidable, and only in exceptional circumstances. Send a written leave request to the Head in good time.

5 Using Attendance Data

Students' attendance will be monitored and shared with the Local Authority and other relevant agencies if a student's attendance raises concerns.

6 Support Systems

The school recognises that poor attendance can indicate difficulties in a student's life. This may be related to problems at home and/or in school. Parents and carers should make the school aware of any issues or changes in circumstances that may affect a student's attendance and/or behaviour in school, for example, bereavement, divorce or separation, or incidents of domestic abuse. Students are still expected to attend school regularly, as attendance may help with the underlying issue. Being away from school may exacerbate the issue, and a prolonged period of absence may heighten anxious feelings about attending in the future. The school will work closely with families and external agencies to identify any additional support that may be required.

The Young Women's Hub also recognises that some students are more likely to require additional support to achieve good attendance, such as those with special educational needs, those with physical or mental health needs, and looked-after children.

The school will implement a range of strategies to support improved attendance. It will discuss with parents and students to understand the individual needs of the student and family and aim to remove barriers.

- Attendance report cards
- Referrals to support agencies
- Learning mentors
- PSHE
- Reward systems
 - Where a student is following an agreed phased timetable, attendance expectations, start and finish times, and registration arrangements will be confirmed in writing with the student, parent or carer, and relevant professionals. The phased timetable will be time-limited, regularly reviewed, and used only where it supports the student's reintegration or individual needs.
- Additional learning support
- Behaviour support
- Reintegration support packages
- Collaborate with the student, family, local authorities, and external agencies to implement in-school support.

Support offered to families will be student-centred and planned in discussion and agreement with parents and students.

Where parents, carers or students fail or refuse to engage with the support offered and further unauthorised absence occurs, Young Women's Hub will discuss the case further with the local authority, previous school, partner provider or relevant agency, who may consider using legal sanctions or other appropriate action.

A handwritten signature in black ink that reads "philippa wall". The script is cursive and lowercase.

Head of School

A handwritten signature in black ink, appearing to be a stylized "M".

Chair

