



SGS Create Attendance Guidance

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SGS Create Attendance Guidance

Introduction:

At SGS Create, we believe that regular school attendance is crucial for the academic, social, and emotional development of all learners. Attendance refers to the expectation that all pupils attend every session of every school day that is open to them. This includes arriving on time for the start of the school day and being present for every timetabled session. Our attendance guidance is designed to be sympathetic and understanding of the unique needs of our learners while providing them with a supportive and challenging learning environment. The guidance aims to involve parents, learners, and school staff collaboratively, in line with the guidance provided by the Department for Education (DfE). Relevant links to DfE guidance and websites can be found at the end of this document. This guidance meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

Objectives:

- To ensure all learners, regardless of their challenges, have equal opportunities to achieve their full potential.
- To foster a culture of understanding, empathy, and inclusivity, promoting positive attitudes towards attendance and learning.
- To identify and address barriers to attendance faced by SGS Create learners, providing tailored support to meet their individual needs.
- To maintain open communication with parents, learners, and school staff to address attendance concerns promptly and effectively.
- To work closely with external agencies and specialists to provide comprehensive support for learners with complex needs.



Responsibilities:

Parents/Guardians:

- Notify the school on the first day of absence and provide the reason for the absence using the established procedure communicated at the start of each academic year.
- Absence must be reported to SGS Create by email sgscreate@sgscol.ac.uk or phone 01453 761124
- Provide SGS Create with more than one emergency contact number for their child
- Ensure that where possible, appointments for their child are made outside of the school day
- Collaborate with SGS Create staff to support interventions and Attendance Contracts for learners with chronic attendance issues.
- Attend meetings with SGS Create staff and external agencies to discuss attendance concerns and progress.
- Engage in regular communication with SGS College to stay informed about their child's attendance and academic progress.

Learners:

- Attend school every day and on time
- Attend every timetabled session on time
- Understand the importance of regular attendance and its impact on their learning and overall well-being.
- Actively participate in discussions related to their attendance and any potential barriers they may face.
- Work with school staff and support services to overcome attendance challenges.

SGS Create & Staff (Teaching/HLTAs/Learning Mentors & Tutors)

- Recognise the importance of attendance
- Ensure all leaders fulfil expectations and statutory duties
- Promote a positive and inclusive learning environment where all learners feel supported and valued.
- Ensure SGS Create staff receive adequate training on attendance
- Monitor attendance regularly and identify patterns of absence among all learners.
- Monitor and track attendance of learners with EHCPs
- Collaborate with parents and external specialists to develop personalised attendance plans.
- Provide additional support to learners who face barriers to attendance.
- Recording attendance in a daily basis, using the correct codes and inputting AM/PM registers onto tracking sheet



SGS Create Administrator/Office Staff

- Recording attendance on a daily basis, using the correct codes and inputting AM/PM registers onto ProMonitor
- Taking calls from parents about absence on a day-to-day basis and recording it on the SGS Create attendance tracking system
- Transfer calls from parents to the appropriate member of staff in order to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

SGS Create Deputy Headteacher

- Implementation of this guidance at SGS Create
- Work closely with DDSL and Wellbeing team
- Triage attendance concerns internally and externally when necessary
- Implement welfare checks with Police and or social services
- Ensure accurate safeguarding record keeping
- Monitoring absence data and reporting it to SGS Create Headteacher and SGS College SLT
- Supporting staff with monitoring the attendance of individual learners
- Monitoring and tracking attendance on Attendance Tracking Document
- Monitoring the impact of any attendance intervention strategies
- Liaise with GCC's inclusion team

SGS Create Headteacher

- Support the Deputy Headteacher and SGS Create staff
- Chair meetings with external agencies and parents when necessary

SGS Create processes for recording attendance and absence

We will keep an attendance register and place all learners onto this register.

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session.

It will mark whether every learner is:

- Present
- Absent
- Attending an approved off-site educational activity
- Unable to attend due to exceptional circumstances
- Late (minutes/reason)

**We will also record:**

- Whether the absence is authorised or not
- The nature of the activity if a learner is attending an approved educational activity
- The nature of circumstances where a learner is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Pupils must arrive in school by 08:45 on each school day.

The register for the morning session will open at 08:45 and will be kept open until 09:15. The register for the afternoon session will be taken after lunch during period 5, at 13:15 and will be kept open for 30 minutes.

Absence:

We will mark absence due to illness as authorised unless SGS Create has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, SGS Create may ask the learner's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If SGS Create is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

A learner who arrives late:

- A late mark would be used if a student arrives between 09:00 - 09:15 (AM) or 13:15 - 13:30 (PM). Arrivals after 09:15 or 14:30 would be recorded as unauthorised absence, unless a valid reason is given by parents.
- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code



Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the learner's parent/carer notifies SGS Create in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of college hours where possible. Where this is not possible, the learner should be out of college for the minimum amount of time necessary.

The headteacher will only grant a leave of absence to a learner during term time if they consider there to be '**exceptional circumstances**'. A leave of absence is granted at the headteacher's discretion, including the length of time the learner is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least 4 weeks before the absence, and in accordance with the SGS Create's leave of absence request form accessible by emailing sgscreate@sgscol.ac.uk. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner's parents belong. If necessary, SGS College will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller learners travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with SGS College, but it is not known whether the learner is attending educational provision



Guidance on Removal from Roll for Unauthorised Absences

SGS Create follows a clear process regarding the removal of learners from the attendance roll. The decision to remove a learner is only taken after careful consideration and in compliance with Department for Education (DfE) guidance.

A learner may be removed from the roll in cases of persistent unauthorised absences. Before this action is taken, the following steps will be implemented:

- **Notification and Communication**

The school will communicate its attendance expectations and removal procedures to parents/carers at the start of the academic year and when addressing attendance concerns.

- **Warning Letters**

Warning letters will be issued to parents/carers outlining the attendance concerns (when attendance drops below 80%, and/or unauthorised attendance is higher than 5%) and specifying a period for improvement. These letters will clearly state the school's intention to remove the learner from the roll if no significant improvement is observed.

- **Investigation of Absences**

Before removal, the school will ensure that the absences are not due to sickness or other unavoidable causes. Parents/carers may be asked to provide supporting evidence, such as a medical certificate or documentation of extenuating circumstances.

- **Collaboration with the Local Authority**

The school will notify the relevant Local Authority (LA) immediately upon deciding to remove a learner, providing detailed grounds for the decision and the learner's contact information. The LA will then make alternative arrangements for the learner's education, as required by law.

Procedures following unexplained absence

- SGS Create will call the learner's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If SGS Create cannot reach any of the learner's emergency contacts, we may follow our missing protocols – contact police etc
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will implement a safeguarding review, and work with the LA inclusion team.



A Child Missing in Education (CME)

Is defined as a child or young person of compulsory age (the law requires all children between the ages of 5 and 16 to be in full time education) who is not attending education, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes young people who are receiving an education, but one that is not suitable; this could include those who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

- Children and young people go missing from education for a number of reasons including not starting education at the appropriate time and so they do not enter the educational system, they are removed by their parents, behaviour and/or attendance difficulties, they cease to attend, due to exclusion, illness or bullying, they fail to find a suitable school place after moving to a new area, the family move home regularly or problems at home.
- Where a learner is at risk of becoming CME, SGS Create will intensively work with the young person and their parents/carers, as well as other professionals, to reduce the chance of this happening. If a learner has ten consecutive college days of unauthorised absence, or where a learner is believed to have already become CME (such as leaving the country), SGS Create will undertake all available checks to locate the young person. In the event of these checks being unsuccessful SGS Create will report the young person as Missing in Education to the Local Authority in line with relevant guidance within agreed timescales.

Link to GCC CME guidance

<https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/children-missing-education/>



Attendance Monitoring and Support

Early Intervention:

- Regularly inform parents/carers of their child's attendance levels by scheduled reporting and progress days.
- Monitor attendance and absence data weekly across SGS Create and at an individual learner level
- Identify whether there are particular groups of learners whose absences may be a cause for concern
- Attendance concerns will be tracked and identified promptly, and SGS College staff will reach out to parents to offer support.
- Learners at risk of disengagement will receive targeted interventions to prevent prolonged absences.
- Attendance Contracts: For learners with chronic attendance difficulties, an Attendance Support Plan (ASP) will be developed in consultation with parents, learners, and relevant professionals. ASP will outline targeted strategies and support measures to improve attendance.

Reducing persistent and severe absence:

Persistent absence is where a learner misses 10% or more of school, and severe absence is where a learner misses 50% or more of school.

SGS Create will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of learners who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- SGS Create will use formal support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court
- Where contact with a parent and or learner exceeds 7 days then a welfare check will be implemented, plus record on MyConcern, liaison with the Inclusion Officer and GCC. Daily attempts will be made to contact home via all methods

Collaboration with External Agencies:

The school will work closely with external specialists, Local Authorities, and support services to provide comprehensive support to learners with complex needs.

Rewards and Incentives:

Learners with excellent attendance will be recognized and rewarded for their efforts.

Celebration events will be held to acknowledge improvements in attendance and positive behaviour.



Sanctions:

When necessary, the school will enforce DfE-approved consequences for non-attendance, but these will always be applied sensitively and proportionately, taking into account the individual circumstances of the learner.

Legal sanctions

SGS Create can request Gloucestershire County Council to issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](#)

If issued with a fine or penalty notice each parent must pay £60 (per child) if paid within 21 days rising to £120 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.

In Education Law (Section 576 of the Education Act 1996) ‘parent’ means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or learner

Any person who has care of a child or learner i.e lives with and looks after the child.

Review and Evaluation:

The attendance guidance will be regularly reviewed and updated in consultation with parents, learners, and school staff to ensure its effectiveness in meeting the needs of SEND and SEMH learners while being compliant with DfE guidance.



SGS Create - Attendance guidance Explained for our Students

Why Is Attendance Important?

At SGS Create, we believe coming to school every day is super important. It helps you learn, make friends, and feel good about yourself. Our rules are here to support you and make sure everyone gets the help they need to come to school regularly.

What Do We Expect?

- Be in school by 8:45 am every day and ready to learn.
- Attend all your lessons on time.
- Talk to us if something is stopping you from coming to school.

What If You're Absent?

- If you're sick or can't come to school, your parents/carers need to call us and let us know why.
- If you have a planned appointment, try to schedule it outside school hours, but if you can't, let us know in advance.
- We'll mark absences as "authorised" (e.g., illness) or "unauthorised" (e.g., no explanation).

What Happens If You're Late?

- If you arrive after 9:00 am, you'll be marked as late.
- If you're really late and miss most of the lesson, it might be marked as an absence.

What If You Miss Too Many Days?

- If you miss a lot of school without a good reason, we'll talk to you and your parents to see how we can help.
- We might create an attendance plan to help you get back on track.
- In serious cases, we have to let the Local Authority know, and they might get involved to make sure you're getting an education.

Rewards for Great Attendance

We'll celebrate good attendance with rewards and events. It's our way of saying "well done" for showing up and giving your best!

What If You Need Time Off During Term?

You can only take time off in exceptional circumstances, and your parents must ask the Headteacher for permission in advance.

What We'll Do

Keep track of everyone's attendance.

Call your parents if we don't know why you're not in.

Work with you, your parents, and outside support teams if you need extra help to attend.

Remember

Coming to school is key to your success and well-being. If you're struggling to come in, let us know so we can help you. We're here to make sure you're supported every step of the way!

Frequently asked questions

1. How do parents report absences

- By emailing sgscreate@sgscol.ac.uk or calling 01453 761124 before 09:00 on each day of absence

2. What are the responsibilities of parents/guardians regarding attendance?

- Parents/guardians must notify the school on the first day of absence, provide multiple emergency contact numbers, and schedule appointments outside of school hours whenever possible.

3. What should learners do if they face challenges attending school regularly?

- Learners should actively participate in discussions about their attendance, collaborate with school staff and support services, and seek help to overcome any barriers to regular attendance.

4. How does SGS Create handle unexplained absences?

- The school contacts the learner's parents/carers on the first day of unexplained absence, records the appropriate attendance code, and continues daily follow-ups if the absence persists.

5. What are the consequences of persistent unauthorised absences?

- Persistent unauthorised absences may lead to removal from the attendance roll after due process, including communication with parents, warning letters, and collaboration with the local authority.

6. How does SGS Create support learners with chronic attendance issues?

- The school collaborates with parents, external specialists, and support services to create personalised attendance plans and interventions tailored to individual learners' needs.

7. What is the policy for authorised absences at SGS Create?

- Absences due to illness, medical appointments, religious observance, or travel for occupational purposes are considered authorised, provided appropriate notification and evidence are given.

8. What happens if a learner becomes a Child Missing in Education (CME)?

- SGS Create will work intensively with the learner, parents, and relevant professionals to locate the child and report them to the Local Authority if necessary, following all available checks.

9. What legal actions can be taken for persistent non-attendance?

- SGS Create can request Gloucestershire County Council to issue fines to parents for unauthorised absences. Persistent non-attendance may also lead to legal actions such as Education Supervision Orders or attendance prosecutions in the Magistrates Court.

10. How can parents/guardians request a leave of absence during term time?

- Parents/guardians must submit a leave of absence request form at least four weeks in advance, explaining the exceptional circumstances, and may be required to provide supporting evidence.



Links:

<https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

<https://www.gloucestershire.gov.uk/education-and-learning/school-attendance-and-exclusions-and-welfare/>