

Attendance (Students) Policy

Reviewed: September 2025	Next review due: September 2026
Governing Body Committee: N/A	CLT contact: Martine Blandin-Neaves
Policy adopted by the Full Governing Body on: Headteacher Sept 2025	

Policy – Amendment Record Sheet

Amendment Number	Section Amended	Amended By	Reason for Amendment	Date
01	All	JHO	Newly published DFE statutory guidance comes into effect from August 2024	July 2024
02	Updated heads of Year Page 16	DDO	Updated heads of years	Feb 2025
03	All	MBL	Updated bullet points throughout	Sept 2025
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1. Policy Aims

We are committed to meeting our obligation with regard to attendance through our whole-school culture which values good attendance, including:

- Setting high expectations for attendance and punctuality for all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school
- Ensuring safeguarding through consistent attendance

At Torpoint Community College we strive for all student attendance to be above 95%.

Learning: Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring regular attendance at college is the parents' legal responsibility and permitting absence from college without a good reason creates an offence in law and can result in prosecution.

Safeguarding: Children may be at risk of harm if they do not attend College regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this college, promoting the welfare and life opportunities for our students encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend the College on a regular basis will be considered as a safeguarding matter. We have three basic attendance expectations for all our students:

- Attend school regularly
- Attend school punctually
- Attend school prepared for learning

2. Statutory Framework: Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance \(applies from 19th August 2024\)](#) 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:

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

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school and monitor impact
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorising absences
- Issuing fixed-penalty notices, where necessary

3.3 The Senior attendance champion

The designated senior leader is responsible for:

- Leading attendance strategy and data analysis
- Leading, championing and improving attendance across the school
- Setting a clear vision for maintaining and improving good attendance.
- Evaluating and monitoring expectations and processes

- Coordinating intervention and parental engagement
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Liaising with key staff to ensure effective relationships are developed with parents/carers to tackle attendance issues.
- Create targeted intervention plans and to oversee the delivery of support to students and families

The Designated Senior Attendance Champion is Mrs Martine Blandin-Neaves, she can be contacted via email Blandin-Neaves.M@torpoint.cornwall.sch.uk or call 01752 812511 ext: 222

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Maintaining accurate records
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/ Assistant Headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer can be contacted via email absence@torpoint.cornwall.sch.uk or call 01752 812511 ext 200

3.5 Tutors/Subject staff

Tutors/subject staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Every morning during morning registration student attendance will be recorded and the attendance officer will be informed by the end of the registration period of any absences.

Tutors will:

- Positively promote good attendance
- Form positive relationships with students and parents.
- Talk to students about their attendance and offer support
- Raise concerns with HOY if patterns of absence are arising

3.6 College admin staff

School admin staff will:

- Take calls from Parents /Carers about absence on a day-to-day basis and record it on the school system

- Transfer calls from Parents/Carers to the pastoral team in order to provide them with more detailed support on attendance

3.7 Parents/Carers

Parents/Carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.00am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support where necessary, for maintaining good attendance, by contacting college staff and working with external agencies. Keep to any agreed attendance improvement actions and attend all meetings.
- To support the college's attendance policy and to actively promote and encourage good attendance.

3.8 Students

Students are expected to:

- Attend school regularly
- Attend school/lessons punctually
- Attend school/lessons prepared for learning

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Absent
- Attending an approved off-site educational activity
- Unable to attend due to exceptional circumstances

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The college day starts at **8.40am** and we expect students to be in their tutor groups for that time.

After 30 minutes the registers will be closed. In accordance with the regulations, if a student arrives after 9.30am, they will receive a mark that shows them to be on site, but this will **not** count as a present mark and will be marked as unauthorised absence (unless a satisfactory explanation and evidence has been provided). On arrival after tutor time students must report to reception to sign in for safeguarding purposes.

The afternoon session register will be taken during period 5 with their subject teacher at **14.10pm**

Teachers during lessons 1-5 will also take a register. If a student is absent from a lesson and it is not coded on the register the teacher will email the name of the student using the 'missing students' email address. This will inform the Attendance Manager, reception, the staff in the Medical Room and the Behaviour Support Team.

4.2 Unplanned absence

The student's Parent/Carer must notify the college of the reason for the absence on the first day of an unplanned absence by **9.00am** or as soon as practically possible.

This can be done by calling the College or contacting us via email : absence@torpoint.cornwall.sch.uk

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

If the authenticity of the illness is in doubt, the school may ask the student'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 the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and Parents/Carers will be notified of this.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's Parent/Carer notifies the school in advance of the appointment. This can be done by calling the College or contacting us via email : absence@torpoint.cornwall.sch.uk

However, we encourage Parents/Carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of college for the minimum amount of time necessary. It is not acceptable for students to be absent from college all day to visit their local GP.

The student's Parent/Carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

Poor punctuality is not acceptable. If a child misses the start of the day they miss work and do not spend time with their class teacher or tutor getting vital information and news for the day. Late arriving students also disrupt lessons.

A student who arrives late:

- Before the register has closed they will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Students are aware that as a College we expect them to be punctual to registration and all lessons. Where students are late, are expected to apologise to the teacher. All lateness to lessons will be recorded on the class register. Where there is no reason for lateness students will be issued with detention. Where students fail to attend the late detention, they will receive a College Leadership Detention Parents/Carers will be contacted by Tutor/Head of Year where lateness is an ongoing concern. Lateness is also reported to parents via interim and full academic reports.

4.5 Following up unexplained absence

Where any student we expect to attend College does not attend, or stops attending, without reason, the College will:

- Call/Email the student's Parent/Carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may liaise with external agencies e.g. contacting the police.
- 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 (see appendix 1 for attendance codes)
- 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 consider involving an education welfare officer
- Where appropriate, offer support to the students and/or parents to improve attendance.
- Identify whether the student needs wider support and make any appropriate referrals.
- Home visits will be conducted where the college has safeguarding concerns around a student's absence or when they are unable to make contact with parents/carers by day 3. The college will inform the parents/carers of the home visit on day 2.

4.6 Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels through a number of different methods:

- Through first day absence calling
- All written academic reports show attendance figures (both interim and full academic)
- Current up to date attendance figures are also available on the Sims Parent App and Satchel One App.

When your child's absence falls below 95% and is a cause for concern, we will write to inform you of their attendance figure and offer support. For some students with continued patterns of absence or lots of illness we may also write to you and request medical evidence for absences, alongside inviting you to a meeting with HOY.

5. Authorised and unauthorised absence

Every half-day absence from the college has to be classified by the College (not by the parents), as either AUTHORISED or UNAUTHORISED.

Authorised absences are sessions away from college for an appropriate reason like illness, medical/dental appointments which unavoidably falls in college time, religious observance, emergencies or other unavoidable cause.

Unauthorised absences are those which the College does not consider reasonable and for which no authorisation has been given. This type of absence can lead to meetings with parents and/or the Education Welfare Office (EWO) or in extreme cases legal proceedings. This includes:

- parents/carers keeping children off college unnecessarily
- truancy before or during the college day
- absences which have never been properly explained
- children who arrive at the College too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed

Whilst any child may be off college because they are ill, sometimes they can be reluctant to attend College. Any problems with regular attendance are best sorted out between the college, the parents and the child. There are lots of support strategies the College can use to help improve attendance.

Reducing Persistent and Severe Absenteeism

Persistent absence (PA) is where a pupil misses 10% or more of school, and Severe absence (SA) is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the College's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the college will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave

- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as situations that are rare, significant and beyond the usual events that can prevent a student from attending College. Examples of exceptional circumstances include bereavement or the serious illness of family member.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The College considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background 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 any leave of absence request form, accessible via the college website. The headteacher may require evidence to support any request for leave of absence. [Insert if relevant to your setting] If a pupil is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil or a parent they normally live with.

The Headteacher will consider whether to give permission for the absence and you will receive a letter or email within 7 working school days confirming whether the absence is authorised or unauthorised. Any period of leave taken without the agreement of the College, or in excess of that agreed, will be classed as unauthorised. A Penalty Notice may also be issued by the Local Authority.

Valid reasons for **authorised absence** include (not an exhaustive list):

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Parent(s) 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 the school, but it is not known whether the pupil is attending educational provision
- Flexi schooling provision – a formal request must be put in writing to the headteacher which includes details of how the Parent/Carer will fulfil their educational responsibilities.

Unauthorised absences

Torpoint Community College believes the greater the attendance, the greater the achievement and will therefore not authorise absences for the following circumstances (not an exhaustive list):

- Holidays/ holidays already paid for
- Any type of shopping
- Looking after siblings/unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Visiting relatives
- Visiting relatives staying with you.
- Attending a concert

5.2 Legal sanctions

The College will make use of the full range of potential sanctions- including but not limited to those listed below- to tackle poor attendance. Decision will be made on an individual, case by case basis. Where a child is of compulsory school age. Parents/Carers can commit an offence if they fail to ensure the regular and punctual attendance of their child at the school which the child is registered, unless the absence has been authorised by the school.

Section 7 of the Education Act 1996 states that *‘the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:*

- (a) to age, ability and aptitude and*
- (b) to any special educational needs he/she may have*

either by regular attendance at college or otherwise’.

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 law does not grant parents/carers an automatic right to take their children out of school during term time.

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Penalty Notices

The headteacher, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the college has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

The College has a wide range of strategies in place to promote and reward good attendance as well as support students to improve their attendance.

First Day Absence calls. Every morning our attendance team will contact Parents/Carers of students who are not in College and who have not contacted the College to inform of us the reason. We will always follow up on unexplained absences to ensure that Parents/Carers are aware the student is not in college and to ensure that the child is safe.

Tutor attendance sessions. Every student is made aware of their current attendance figure by their tutor. Each week tutors will talk with students about the College's expectations in respect of attendance, what their current attendance is and the impact of poor attendance. Tutors will celebrate excellent attendance and will talk 1-1 with students whom we have attendance concerns. These conversations allow us to decide on the appropriate next steps and to tailor the appropriate support for a student.

Celebrating excellent attendance. Students with excellent attendance will receive rewards in recognition, in our reward assemblies. We also reward students who have made improvements to previously concerning attendance levels. Students start afresh each half term allowing more opportunities for them to receive incentives for 100% attendance in any half term or term.

Attendance displays/assemblies. Regular assemblies are held throughout the year to promote and celebrate good attendance. Highest attending tutor groups are rewarded as well as individual attendance rewards.

Attendance mentoring: students who we have specific concerns about may be offered attendance mentoring sessions to teach them about the importance of attendance. This is to help foster positive relationships with staff, to help identify any barriers and work with the student on setting targets for how to improve their own attendance.

Letters around absence. Good communication is important to us and we believe that working with Parents/Carers is essential to improving student attendance. When your child's absence falls below 95% and is a cause for concern, we will write to inform you of their attendance figure and offer support.

For some students with continued patterns of absence or lots of illness we may also write to you and request medical evidence for absences, alongside inviting you to a meeting with the HOY. This is to ensure that we can code absences correctly and that as a College we are listening to you and tailoring our support effectively.

Attendance meetings. Where students are a cause for concern and are at risk of becoming a persistent absentee, we will invite Parents/ Carers into college to meet with the HOY. In this meeting we will listen to your concerns, aim to identify the barriers to attending school regularly and look at suitable support options. The aim of the meeting is to strengthen the relationship between the school and Parents/Carers and look at how we can work together to achieve the best outcome for the student.

Lates. Students are aware that as a College we expect them to be punctual to all lessons. Where students are late, they are expected to apologise to the teacher. All lateness to lessons will be recorded on the class register. Where there is no reason for lateness students will be issued with a late detention in line with college policy. Students with no lates are eligible for punctuality rewards in our reward assemblies.

Attendance improvement Plans. When a student's absence becomes a concern, we will meet with the student and Parent/Carers to draw up an attendance improvement plan. This means that the student's individual circumstances and needs can be taken into consideration and the challenges can be addressed systematically. The personal attendance plan will aim to identify suitable targets to allow individual successes to be celebrated along the way while ensuring that the next steps are made clear.

If a student's attendance continues to be a concern, at this stage, the College will seek advice from the Education Welfare Officer on legal procedures which may include penalty notices or court proceedings.

7. Attendance monitoring

Heads of Year are monitoring and analysing attendance and absence data for students each week. With the support of the Senior Attendance Champion they are identifying and tailoring our support packages to meet the needs of particular students.

7.1 Monitoring attendance

The College will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The College will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

- The College will:
- Provide regular attendance reports to tutors, HOY and other school leaders, to facilitate discussions with students and families and develop targeted actions.
- Provide targeted support to the students it has identified as a cause for concern especially those who demonstrate patterns of persistent or severe absence.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students 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

8. Attendance Support

As a College we recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents/Carers should make us aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in College, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

TCC also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children.

The College will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Personal Attendance Plans
- Punctuality/ Attendance report cards
- Referrals to support agencies
- Pastoral mentors/Attendance mentors
- Friendship mediation
- Personalised Reward systems
- Temporary Part Time Timetables where we have medical evidence
- Additional learning support
- Behaviour support
- Access to the Student Support Centre
- Flexible start time
- Adjustments to the curriculum for individual students

If you would like to discuss any ongoing attendance concerns:

Year 7: Mr Colquhoun – Colquhoun.c@torpoint.cornwall.sch.uk

Year 8: Mr Sutcliffe – Sutcliffe.a@torpoint.cornwall.sch.uk

Year 9:: Mrs Lindup - Lindup.c@torpoint.cornwall.sch.uk

Year 10: Mrs Gardener - Gardener.s@topoint.cornwall.sch.uk

Year 11: Mrs Hext- hext.l@torpoint.cornwall.sch.uk

Senior Attendance Champion – Mrs Blandin-Neaves - blandin-neaves.m@torpoint.cornwall.sch.uk

Assistant Head of Year: Mrs Lewis - lewis.s@torpoint.cornwall.sch.uk

Students absent due to complex barriers to attendance

Students will receive additional support and we will work with families and the relevant support networks and external agencies to ensure that we all are working together to provide all the help and support required. We will highlight through meetings the agreed support, as well as reviewing next steps and share all information with the relevant staff.

Students absent due to mental or physical ill health or SEND

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

We will also ensure that the SEND department are working with relevant staff and agencies to put in place plans that work towards improving attendance. Regular follow-up meetings and reviews will be held.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy