Attendance Policy 2026 - 2027

1. Policy Statement

Bay Learning Academy CIC ("the Academy") recognises that **regular school attendance is essential** for learners to achieve their full potential, safeguard their wellbeing, and prepare them for positive futures.

We are committed to:

- Promoting a culture where attendance is valued and supported.
- Working with families, carers, local authorities, and external agencies to remove barriers to attendance.
- Meeting our statutory duties in line with the **Education Act 1996**, the **Children Act 1989**, the **School Attendance (Pupil Registration) Regulations 2024**, and Department for Education statutory guidance including *Working together to improve school attendance* (DfE, 2024).

This policy applies to **all learners**, including those with an **Education, Health and Care Plan (EHCP)** and those who are **Looked-After Children (CLA)**.

2. Aims

- To ensure all learners attend school regularly, punctually, and are ready to learn.
- To support learners with SEND, EHCPs, or CLA, PLAC, CP status by making appropriate adjustments and interventions.
- To work collaboratively with parents, carers, social workers, Virtual Schools, and local authorities.
- To fulfil safeguarding duties by recognising poor attendance as a potential indicator of wider concerns.
- To support all medical non-attendance with remote and online learning.

3. Legal and Statutory Framework

This policy is underpinned by the following:

- **Education Act 1996, Sections 7 & 19**
- **School Attendance (Pupil Registration) Regulations 2024**
- **Children Act 1989**
- **Children and Families Act 2014**
- **SEND Code of Practice (2015)**
- **Equality Act 2010**
- *Working together to improve school attendance* (DfE, 2024)
- *Promoting the education of looked-after children and previously looked-after children* (DfE, 2018)
- *Arranging education for children who cannot attend school because of health needs* (DfE, 2013, updated 2023)

4. Roles and Responsibilities

4.1 The Academy (All Staff)

- Maintain **accurate registers** twice daily, sending the morning register to host school or LA and reporting any changes immediately.
- Promote **high expectations** of attendance for all learners.
- Monitor attendance patterns and intervene early where concerns arise.
- Seek, record and report reasons for absence.

- Seek to address reasons for absence by removing barriers in partnership with families
- Treat attendance as a **safeguarding issue** as well as an educational one.
- Provide online learning login details for identified medical non-attendance

5. Learners with an EHCP

- Where a learner cannot attend school for medical reasons, the Academy will liaise with the host/commissioning school to arrange suitable education.
- Attendance will be considered at every Annual Review of the EHCP, and strategies to support engagement will be agreed with the local authority and parents/carers.

6. Looked-After Children (CLA)

- A **Designated Teacher** is appointed with responsibility for CLA.
- The Designated Teacher is **Leila Goring**.
- Every CLA will have a Learner Handbook which will contribute to their **Personal Education Plan (PEP)**, reviewed termly, with attendance as a standing item.
- The Academy will share attendance data with the **Virtual School Head** and work with social workers and carers to minimise disruption to learning.
- Attendance concerns for CLA will be addressed swiftly as both a safeguarding and educational priority.

7. Recording and Monitoring Attendance

- Registers will be taken twice daily at the start of the morning and afternoon sessions.
- Attendance will be monitored weekly and formally reported termly to Directors.
- Unexplained absences will be followed up on the day.

8. Partnership with Parents, Carers, and Agencies

The Academy will:

- Communicate regularly with parents/carers about attendance expectations.
- Provide early help where barriers are identified (e.g. anxiety, transport, SEND adjustments).
- Work with external professionals (educational psychologists, social workers, Virtual School, LA attendance teams) to support families.

9. Review

This policy will be reviewed annually by the business manager.