CONSILIUM EVOLVE

Attendance Policy

2025/2026

PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

Date of Approval:	Nov 2025
Approved by:	LAB Members
Date of next Review:	Nov 2026

Consilium Evolve

Enriching Lives, Inspiring Ambitions

Policy Statement and Aims
At Consilium Evolve, we recognize the critical importance of attendance.
However, ensuring attendance goes beyond simply packing your bag the night before or setting your alarm correctly.
We acknowledge that good attendance is influenced by a variety of factors.
Evolve maintains a clear vision for attendance, supported by high expectations and our core values of Character, Communication, Excellence and Community, which are communicated and embraced by staff, students, and families.
Every student is entitled to a quality education in a safe environment where they can learn and progress.
All stakeholders recognize that school absence can pose a safeguarding risk, and we all play a role in ensuring children's safety. Continuous communication between parents/carers and the school delivers clear messages about the impact of poor attendance on achievement and well-being.
We strive for good attendance and punctuality from all school community members, as it is integral to our ethos and culture.
Improving attendance is a collective responsibility. Evolve builds strong, trusting relationships and collaborates to provide necessary support. Effective attendance practices involve integration with the school's curriculum, behaviour / communication policy, special education support, pastoral care, mental health and well-being services, and resource utilization.
Our expectation is that students work alongside the staff at Evolve to overcome previous barriers and engage with the therapeutic teams to work through any issues they may face in getting into school.
Parents/carers should ensure and encourage maximum attendance and punctual arrival at school and lessons. Respectful relationships with staff, students, and families are cultivated to build trust and engagement, fostering a sense of belonging and a welcoming / positive school culture.

At Evolve We:
- Treat students with dignity and foster positive relationships based on mutual respect.
- Consider the vulnerability of students and how it may affect attendance.
- Communicate effectively with families and 'home schools' about students' attendance and well-being.

Induction and Transition:
-All students will start their time at Evolve with a 2 week induction period, this will be a 2 hour and fifteen minute slot to work directly with the therapeutic leads (9.45-12 noon).
-If appropriate and agreed with all parties (Parent, home schools, student and ourselves) Evolve will structure a progressive transition period to allow the student more time to settle into to school.
-All induction and transitions will be closely monitored by the SENDCo.

Parents and Carers Should:
- Ensure their child attends school every day, on time.
- Treat staff with respect.
- Actively support the school's work.
- Seek help from staff when needed.
- Communicate as early as possible about circumstances that may affect attendance or require support.
- Report an absence before 9AM by contacting the main school number. Details regarding reasons for absence should be discussed with their child's Crew or Therapeutic Lead.

Staff Responsibilities:
- Teachers and support staff should monitor and encourage maximum attendance and punctuality.
- Accurately record each student's attendance.
- Crew leads will support the monitoring of both individual and class attendance.
- Every staff member will understand their responsibilities regarding attendance.
- Support from the Attendance Advisory Service for Schools and Academies (AASSA) will promote maximum attendance and punctuality.
- The Evolve leadership will consistently praise and reward good and improved attendance, with regular celebrations.
- The headteacher and the home school lead will work with parents to ensure the path to excellence attendance is well laid out and is always progressive with an aim to return about to a sustainable fulltime education.
- Students with absences lasting three days or more will receive a home visit on each third day of absence.

Legislation, Guidance, and Research
This policy complies with the Department for Education (DfE) guidelines on improving school attendance, referencing statutory guidance on parental responsibility measures. It is informed by:
- 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 (Student Registration) (England) Regulations 2006 (with subsequent amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
Additionally, it considers insights from the Children's Commissioner report, 'Back into School: New Insights into School Absence' (July 2022).

Responsibilities:
- Students register between 8:45 and 9:15 AM.
- Students arriving after 9:15 will receive a U code (unauthorised) unless part of a transitional timetable whereby a C code will be issued.
- Therapeutic leads are responsible for contacting parents to ascertain reasons for absences if students are not registered.
- A robust daily procedure, led by the SLT team, ensures regular attendance checks and updates.

Enforcement:
- The Attendance Advisory Service for Schools and Academies (AASSA) works with the Headteacher and home school to support overall improved attendance. Referrals to the Attendance Advisory Practitioner (AAP) occur when a student has 10+ unauthorised absences during the academic year.
- Penalty notices may be issued for 10+ unauthorised absences within six weeks, with fines increasing from £60 to £120 if unpaid within 21 days. Failure to pay may lead to prosecution under Section 444(1) Education Act 1996.
- From September 2024, there are changes to attendance guidance under the National Framework, in relation to holidays taken in term time and fines issued by the government.
- Data sharing requirements from the government stipulate attendance information is shared with the Local Authority for students with absences lasting 10 school days or longer.

Monitoring and Support:
- Continuous monitoring and support by the leadership team and crew leads aim to ensure full attendance and good punctuality.
- Evolve regularly informs parents / home schools about student's attendance and absence levels through weekly reports.

At Evolve we are very proud of our community efforts to ensure everyone is supported in good attendance, if there are any concerns please contact evolveoffice@consilium-at.com