



Apple Tree Farm Services CIC

# Attendance Policy



## Introduction

Students' attendance levels prior to engaging with Apple Tree Farm Services CIC are generally below average for the local area but those with previously poor attendance typically show improvement during their time with Apple Tree Farm Services CIC. Mobility is high with pupils spending varying amounts of time at the provision, dependent on their individual needs. Any provision's education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the educational provision's staff should work in partnership to make education a success and to ensure that all children have full and equal access to all that the provision has to offer. As an alternative educational and therapeutic provision, we will encourage parents and carers to ensure that their child achieves maximum attendance and that any barriers that prevent this are identified and removed promptly. As parents, it is their responsibility to ensure that their children arrive to the educational provision and return home safely.

Provisions must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances.
- Not attending in circumstances relating to coronavirus (COVID-19)

We will provide this level of attendance record keeping to the school or commissioning body daily.

## Aims of this policy

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education possible to maximise learning.
- Enable pupils to progress smoothly, confidently and with continuity through our provision and report to students' home school.
- Make parents/carers aware of their legal responsibilities.
- Ensure attendance meets Government and Local Authority targets.

## Expectations



We expect all students will:

- Attend the provision every day they are expected to do so.
- Attend the provision punctually.
- Attend appropriately prepared for the day.
- Report promptly to a member of staff any issues that may affect their attendance.

**We expect that all parents and carers will:**

- Ensure regular provision attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at the provision punctually and prepared for the day.
- Ensure that they contact the provision on each day of absence or if known in advance; whenever their child is unable to attend the provision.
- Contact the provision promptly whenever any problem occurs that may keep their child away from the provision.
- Notify the provision of any home circumstances that might affect the behaviour and learning of their child.
- Notify the provision immediately of any changes to contact details.

Examples of authorised and unauthorised absences are given below:

Authorised absences

- Genuine illness
- Hospital/dental/doctor's appointment
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments

Unauthorised absences

- Shopping /day trip / visit to a theme park / birthday treat.
- Oversleeping due to a late night
- Holidays
- Looking after other children / other family members
- Appointments for other family members

Parents/Carers and students can expect the provision will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any child or parent's concerns.
- Keep regular and accurate records of attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the provision can authorise the absence. In the case of



long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.

- Encourage good attendance and punctuality.
- Regularly inform the students home school or commissioning body and parents of the % attendance of all pupils
- Make initial enquiries regarding pupils who are not attending regularly.
- Meet regularly with local authority officers and the home school or commissioning body to monitor and support attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to local authority officers, home school or commissioning body. Failure by the family to comply with the planned support set by local authority officers may result in further actions, e.g. a penalty notice, parental prosecution or an application for an Education Supervision Order.
- Will notify the Local education Authority (LEA) after 15 days sickness.

### **Students leaving during provision's hours**

During provision hours provision staff are legally in loco parentis and therefore must know where the pupils are during the provision day:

- Pupils are not allowed to leave the premises without prior permission from the provision and the home school or commissioning body when appropriate.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents/carers are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- If a pupil leaves the school site without permission their parents/carers and the home school or commissioning body will be contacted. Should the school be unable to contact the family it may be appropriate, in certain circumstances, to contact the police and register the pupils as a missing person.

### **Absence**

Students are expected to attend Apple Tree Farm Services CIC as per the arrangement made with their home school or commissioning body. Deviations to this agreement will be reported directly and promptly to the home school or commissioning body for action. This action may take the form of penalty notices (for unauthorised absences or unagreed holidays during term time) and referrals to the Local Authority's children missing education departments.

All students, regardless of their circumstances, are entitled to a full-time education, which is suitable to their age, ability, aptitude, and any special educational needs they may have. Apple Tree Farm Services CIC works with students' home schools and commissioning bodies to ensure this is achieved through their provision of alternative education and therapeutic learning.

This policy was last reviewed on: 14/05/2026 and will be reviewed every three years unless it is deemed necessary to do so sooner.

Apple Tree Farm Services CIC, High Bickington, Umberleigh, Devon, EX37 9BJ  
Tel: 01769 560095/07908783759  
Email: [contact@appletriefarmservices.co.uk](mailto:contact@appletriefarmservices.co.uk) [www.appletriefarmservices.co.uk](http://www.appletriefarmservices.co.uk)



*Blesnard*

**Signed:** Farm Manager

**Date:** 14/05/2026