



NOTTINGHAM
TUTORIAL COLLEGE

Attendance Policy

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Written by	Andy Messent
Approved by	Paul Dobinson

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Statement of intent

Nottingham Tutorial college believes that in order to facilitate teaching and learning, good attendance is essential. Students cannot achieve their full potential if they do not regularly attend.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Following the framework set in Section 7 of the Education Act 1996 which 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 s/he may have

Either by regular attendance at school or otherwise”.

1. Legal framework

1.1. This policy has due regard to the following legislation and guidance, including, but not limited to:

- The Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006
- DfE School Attendance Advice 2014
- KCSiE September 2026

1.2. All staff must ensure they adhere to and implement the requirements of any equality legislation.

2. Definitions

2.1. Nottingham Tutorial College defines “absence” as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

2.2. Nottingham Tutorial College defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

2.3. Nottingham Tutorial College defines an “unauthorised absence” as:

- Parents/carers keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

2.4. Nottingham Tutorial college defines “persistent absenteeism (PA)” as:

- Missing 20 per cent or more of schooling across the year for any reason.

3. Key roles and responsibilities

- 3.1. The Senior Management has overall responsibility for the implementation of the attendance policy and procedures of Nottingham Tutorial College.
- 3.2. The Senior Management has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.3. The Senior Management has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 3.4. The Office staff will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Nottingham Tutorial College
- 3.5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 3.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 3.7. Designated members of staff will take the attendance register at the start of each school day and start of each afternoon session.
- 3.8. The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- 3.9. The school will inform the stakeholder school and/or LA of any pupil being deleted from the admission and attendance registers if they:
 - Are being educated from home.
 - No longer live within a reasonable distance of the registered school.
 - Have an authorised medical note.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
 - Have been permanently excluded.
- 3.10. Nottingham Tutorial College will inform the stakeholder school and/or LA of any pupil who fails to attend school regularly or has an unauthorised absence for a period of 10 days or more.
- 3.11. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.

- 3.12. Parents and carers will be expected to promote good attendance and ensure that pupils attend school every day.
- 3.13. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.
- 3.14. All pupils are responsible for their punctuality to lessons.

4. Training of staff

- 4.1. At Nottingham Tutorial College, we recognise that early intervention can prevent bad behaviour. As such, members of staff will receive training in identifying potentially at risk pupils.
- 4.2. Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Pupil expectations

- 5.1. Pupils will be expected to attend school every day and will sign an agreement at the beginning of each school year.
- 5.2. Nottingham Tutorial College expects all pupils to attend lessons punctually.
- 5.3. Pupils will be expected to report any absence immediately to the relevant member of staff.

6. Absence Procedures

- 6.1. Parents/carers must contact the school as soon as possible on the first day of any absence.
- 6.2. Parents/carers must send a note on the first day their child returns with a signed explanation as to why they were absent. This must be done even if we have already received a phone call.
- 6.3. Alternatively, parents/carers may call into school and report to the College office where arrangements will be made to speak to a member of staff.
- 6.4. A phone call/text message/email will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.
Calls will be made within 30 minutes of non-arrival.
- 6.5. The school will always follow up any absences in order to:
- Ascertain the reason for the absence.
 - Ensure that proper safeguarding action is being taken.
 - Identify whether the absence is authorised or not.

- Identify the correct code to use to enter the data onto the School Census.
- 6.6. In the case of persistent absence, arrangements will be made for parents to speak to the office staff, Pastoral Manager and/or the Principal
- 6.7. If pupil attendance drops below the acceptable level, the commissioner will be immediately informed. As will on a daily basis when on non-attendance.
- 6.8. Nottingham Tutorial college will inform the commissioner of any pupil who fails to attend school regularly, or has been absent without the school's permission on a daily basis, including by weekly report.

7. Procedure for pupils who abscond

- 7.1. Where a pupil attempts or is seen to be leaving the school premises without authorisation staff must follow the student to the perimeter and must try to persuade the pupil to stay in the school.
- 7.2. Staff may follow the pupil, but at all times staff must be aware that active pursuit may encourage the student to leave the immediate vicinity of the school and may also cause the student to panic, possibly putting themselves at risk or leading them to go further afield.
- 7.3. After fifteen minutes, or when it can be assumed the pupil isn't returning if it is sooner, parents/carers will be contacted.
- 7.4. The commissioning school will be kept apprised of the situation.
- 7.5. When the pupil returns the school, whether it is the same day or in another session, and when the pupil is calm, the pupil will be seen by a member of the leadership team to talk through the incident. At this point a decision will be made as to the appropriateness of further actions.

8. Contact information

- 8.1. Parents/carers must provide accurate and up-to-date contact details.
- 8.2. Parents/carers are responsible for updating the school if the details change.

9. Attendance register

- 9.1. The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether the pupil is:
- Present
 - Absent
 - Attending an approved educational visit

- Unable to attend due to exceptional circumstances

9.2. Nottingham Tutorial college will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:

9.3. When the school has planned in advance to be fully or partially closed, the code # will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, for example: induction days.

9.4. All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role title of the person who made the amendment.

9.5. Every entry into the attendance register will be preserved for three years.

10. Office Staff

10.1. If they are persistently absent, both parents and students, including staff from the commissioner, who will attempt to resolve the situation through a parent/carer agreement.

10.2. If the situation cannot be resolved and attendance does not improve, the commissioner has the power to issue sanctions such as prosecutions or penalty notices via Educational Social Workers

11. Lateness

11.1. Punctuality is of the utmost importance, and lateness will not be tolerated.

11.2. The school day starts at 9:30am; pupils should be in their classroom at this time.

11.3. Registers are marked by 10:00; pupils will receive a late mark if they are not in their classroom by this time.

11.4. The register closes at 10:00; pupils will receive a mark of absence if they do not attend school before this time.

11.5. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.

12. Term time leave

- 12.1. At Nottingham Tutorial College, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 12.2. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
- 12.3. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.
- 12.4. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. This will be decided by the commissioner.
- 12.5. Requests for leave will be at the discretion of NTC with discussion with the commissioner but will usually not be granted:
 - During Year 7 when a pupil is settling into the school.
 - Immediately before and during assessment periods.
 - When a pupil's attendance record shows any unauthorised absence.
 - Where a pupil's authorised absence record is already above the acceptable levels agreed.
- 12.6. If term time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice.

13. Religious observances

- 13.1. Nottingham Tutorial College will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 13.2. Parents must inform the College in advance if absences are required for days of religious observance.
- 13.3. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong.

14. Appointments

- 14.1. As far as possible, parents/carers should attempt to book medical and dental appointments outside of college hours.
- 14.2. Where this is not possible, a note and appointment card should be sent to the college.
- 14.3. If the appointment requires the pupil to leave during the day, the pupil must be signed out by a parent/carer.

14.4. Students must attend school before and after the appointment wherever possible.

15. Young carers

15.1. Nottingham Tutorial College understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.

15.2. Nottingham Tutorial College takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

16. Exceptional circumstances

16.1. When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.

16.2. Exceptional circumstances include when a pupil is unable to attend because:

- The college is fully or partially closed.
- Transport provided by the college or community is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

16.3. The use of the 'Y' code is collected in the School Census for statistical purposes.

16.4. School trips and events are a privilege. Where attendance drops below the agreed percent, these privileges may be taken away.

17. Monitoring

17.1. Nottingham Tutorial College monitors attendance and punctuality throughout the year.

17.2. Nottingham Tutorial College's attendance target for students is 95%.

Appendix 1 – Attendance Agreement Forms

Student Attendance Agreement

I, _____ agree to attend school and understand the consequences I may face if my attendance drops below 100%. If my attendance falls below 100% then the offer of provision may be withdrawn. I will ensure that Nottingham Tutorial college is made immediately aware of when I will not reasonably be able to attend and will give the school full details of my absence.

As a pupil of Nottingham Tutorial College, I am dedicated to:

- Being in attendance every day.
- Always being punctual to school and lessons.
- Informing the school of the reason for any absence.
- Not missing school for trivial reasons.

Student name:

Parental Agreement

I understand that it is my responsibility to send my child to school. I agree to send _____ to school every day and understand the consequences if I fail to do so. When my child is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed. I understand that if my child's attendance falls below 100% then the offer of provision may be withdrawn. I agree to return all calls and messages from NTC as soon as possible, or within 24 hours at the latest.

I understand that students will be screened on entry to NTC. This involves a student emptying out pockets and showing the contents of their bags. Students will be scanned with a metal detecting paddle. All of this will be done in view of CCTV. If a child refuses to be screened upon entry, they will not be allowed into the building and a parent/carers will be contacted.

If it is deemed the school needs to, or by parental request, or the request of the commissioning school I agree the school may complete a Multi Agency Referral Form (MARF) to support my child.

Parent/carers name:	Date:
Principal name: Andy Messent	