



# Think Fast Academy

## Attendance Policy

**Policy Owner:** Gemma Murray

**Review Date:** Annually May 2026

**Applies to:** All enrolled at Think Fast Academy

### 1. Policy Statement

Think Fast Academy is committed to ensuring that all students receive a suitable education. Regular attendance is essential to safeguarding, academic progress, emotional wellbeing, and successful reintegration or progression.

As an alternative provision, we recognise that many of our students have experienced barriers to education. Our approach balances high expectations with trauma-informed, relational, and restorative practice.

Our target attendance is **95% or above**, with individualised support plans for students below this threshold.

### 2. Legal and Statutory Framework

This policy is written in accordance with:

- Working Together to Improve School Attendance (DfE)
- Keeping Children Safe in Education (KCSIE)
- Education Act 1996
- Children Missing Education statutory guidance
- Local Authority commissioning agreements

Think Fast Academy works in partnership with commissioning schools, Local Authorities, and the Commissioner to ensure compliance and safeguarding oversight.



## **3. Roles and Responsibilities**

### **3.1 Commissioner**

- Receives half-termly and termly attendance reports.
- Receives immediate notification of safeguarding-related attendance concerns.
- Monitors performance against agreed attendance KPIs.
- Reviews attendance trends as part of quality assurance.

### **3.2 Head of Academy**

- Overall responsibility for attendance strategy.
- Ensures accurate daily recording.
- Reports to Commissioner as per Section 9.
- Escalates persistent absence concerns.

### **3.3 Attendance Lead**

- Daily monitoring of registers.
- First-day calling procedures.
- Coordinates interventions.
- Maintains communication with commissioning schools.

### **3.4 Staff**

- Take registers accurately and on time.
- Report attendance concerns immediately.
- Support reintegration plans.

### **3.5 Parents/Carers**

- Ensure their child attends daily and punctually.
- Notify absence before 9:00am.
- Provide evidence where required.

### **3.6 Students**

- Attend daily unless authorised.
- Engage in support plans.



## 4. Attendance Expectations

- Academy day
- Registers taken:
  - Morning session: Within first 10 minutes
  - Afternoon session: At start of afternoon learning
- Students arriving after register closes will be marked late (L).
- Unauthorised absence will be recorded where no valid reason is provided.

## 5. First Day Response

If a student is absent without explanation:

- 10am – First phone call to parent/carer.
- 11am – Second attempt and text/email.
- Same day – Contact commissioning school if no response.
- If safeguarding concern – Home visit (where appropriate) or referral to Local Authority.

All contact attempts are logged.

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## 6. Persistent and Severe Absence

- **Persistent Absence (PA):** Below 90%
- **Severe Absence (SA):** Below 50%

### Intervention Stages:

#### Stage 1 – Early Concern (Below 95%)

- Attendance discussion with student.
- Parent/carer contact.
- Inform commissioning school.

#### Stage 2 – Formal Monitoring (Below 90%)



- Attendance Support Plan.
- Multi-agency meeting if required.
- Weekly attendance review.

### **Stage 3 – Escalation**

- Referral back to commissioner and commissioning school.
- Consideration of alternative placement review.
- Safeguarding review where appropriate.

## **7. Safeguarding and Attendance**

Attendance is a safeguarding priority.

The following trigger immediate review:

- 3 consecutive unexplained absences
- Sudden drop in attendance
- Patterns of absence linked to exploitation risk
- Students missing education without trace

The DSL will assess all unexplained absences in line with KCSIE.

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## **8. Alternative Provision and Part-Time Timetables**

- Part-time timetables are time-limited and reviewed every 4 weeks.
- Written agreement from commissioner and parent/carer required.
- Attendance recorded against agreed timetable.
- Reintegration plan documented.

## **9. Attendance Reporting to the Commissioner**

### **9.1 Daily Reporting (Where Required for High-Risk Students)**

- Immediate notification (same day) of:
  - Students absent with safeguarding concerns



- Students missing without explanation after 48 hours
- Any Child in Care absent without explanation

## **9.2 Weekly Summary (Every Friday by 3:00pm)**

Sent via secure email and includes:

- Whole-school attendance %
- PA and SA figures
- List of students below 90%
- Actions taken that week
- Safeguarding-related absences

## **9.3 Half-Termly Formal Report**

Submitted within 5 working days of half-term end:

Includes:

- Overall attendance %
- Comparison to previous half-term
- Persistent absence %
- Severe absence %
- Breakdown by:
  - Year group
  - Gender
  - SEND
  - CLA
  - Commissioning school
- Reintegration progress
- Impact of interventions
- Case studies (where relevant)
- Risk analysis and action plan

## **9.4 Termly Strategic Report**

Presented to Commissioner and included in Quality Assurance review:

Includes:

- Trend analysis



- KPI performance
- Attendance vs behaviour correlation
- Destination data (where relevant)
- Resource implications
- Improvement plan

## **10. Data Protection**

All attendance data is:

- Recorded on secure system
- Shared in line with GDPR
- Transferred securely to Commissioner and Local Authority

## **11. Rewards and Positive Engagement**

Think Fast Academy promotes positive attendance through:

- Weekly recognition awards
- Termly celebration events
- Individual progress incentives
- Reintegration success recognition

## **12. Monitoring and Review**

This policy will be:

- Reviewed annually
- Updated in line with DfE guidance
- Evaluated against attendance KPIs agreed with Commissioner