

Title	Attendance Policy
Cross References	Internal:  Behaviour Policy  Child Protection and Safeguarding Policy  Online Safety Policy  Student with Medical Needs Policy
Date	October 2026

Attendance Policy

At Apricot Online, we provide an alternative choice for schools, who have opted to look beyond the traditional bricks and mortar school. They select our school for a myriad of reasons and we try to offer maximum flexibility, especially given the significant proportion of students who present with additional needs.

Promoting and monitoring attendance

The Education Act states that parents and carers must ensure that their child of school age receives a suitable education. Where a student is enrolled with Apricot Learning Online, parents/carers, schools, local authorities and Apricot all share responsibility for promoting good attendance. This means that we strongly discourage unavoidable absence, including shopping trips, non-urgent medical appointments and term-time holidays. Our School Charter asks of Clients/parents that they ensure their Students are present for each lesson in full on their timetable each school day. At Apricot Online, we promote good attendance by informing Clients and Parents of their students' attendance patterns. Attendance registers are kept and absence is carefully monitored. Clients/ Parents can monitor attendance through their Platform Login and Teachers will raise concerns about persistent absence in their lessons.

Attendance procedures

School Attendance, Conduct and Expectation Lesson Registration

Attendance and punctuality will be recorded for every lesson. We encourage Clients to monitor attendance via their Platform Logon.

Every student is expected to respond to the teacher using either their microphone or the classroom text chat, where appropriate.

If students are experiencing technical issues, they are encouraged to call HQ to help resolve the issue.

Every student is required to have a working microphone for every lesson. It is very important for the interactive nature of our lessons. The National Curriculum also includes elements of Speaking and Listening, so all pupils are encouraged to use their microphones regularly.

However some of our students are unable to speak due to their needs then we have a text facility to enable them to participate in lessons.

Recording Attendance

The system works using the following criteria:

- If a student joins a lesson within the first 10 minutes, they will be marked as present.
- If the student joins a lesson after the first 10 minutes they will be marked as late.
- If we are aware a student will be missing a lesson due to an appointment, they will be marked AA
- If a student does not attend without any communication from the client or parent, they will be marked UA
- Reasonable adjustments will be made for students whose medical conditions, SEND or communication needs prevent them from participating in the usual way.

Authorised / Unauthorised Absence

Absences need to be reported by a Client/Parent. This will then be logged on the register.

For safeguarding if a student does not show, after ten minutes into the lesson the relevant client/parent will be contacted by telephone / registered email address if we have not been advised of an absence beforehand

Lateness

Students must strive to attend lessons on time. Students that arrive within the first 10 minutes of class will be marked as present. Anyone arriving after the first 10 minutes will be marked as late on the register. Teachers will raise concerns with Parents if a student is consistently late to classes.

Lateness does disrupt the class and has a negative impact on learning.

Lesson Timetables

All pupils are expected to attend every lesson on their timetable.

Attendance and safeguarding

Apricot will endeavour to contribute effectively and efficiently to any inter-agency cases in line with the requirements set out in 'Working Together to Safeguard Children' (February 2019). We will strive to develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance and written reports at initial case conferences, core groups and safeguarding review conferences. We shall notify the relevant Children and Family Services team in the relevant local authority if:

- It should have to exclude a pupil on the safeguarding register (whether fixed term or permanently)
- There is an unexplained absence of a pupil on the child protection register of more than one day duration from school or as agreed.
- There is unexplained and sudden withdrawal of a student from the roll, where we have had safeguarding concerns about the student involved.

Authorised by: Jodie Phillips, Operations Director

Date: October 2026

Review Date: October 2027