Simply Sensory

Training and Support

Creating The Building Blocks For Learning

"Live, Laugh, Learn"

SIMPLY SENSORY ATTENDANCE POLICY FOR PARENTS/CARERS

September 2026 - 2027

Reviewed: September 2026

Next Review Date: September 2027

Statement of intent:

Every child has a right to access the education to which they are entitled. Parents / carers and Simply Sensory have a shared responsibility to facilitate this.

Simply Sensory aims to work with parents, carers, schools/academies to ensure that all our students attend their home education sessions regularly, to enable them to take full advantage of the educational opportunities available to them.

Simply Sensory recognises some of our pupils have severe and complex medical conditions including life limiting conditions and are on palliative care, sensory regulation difficulties, complex physical disabilities, severe and complex mental health needs. This means that they will have more genuine absences from education. We ask that parents/carers try to arrange medical appointments outside of their child's sessions; we fully appreciate that this may not be possible.

These absences can include:

- Illness linked their condition
- Respite stay/visit to Children's Hospice
- Medical appointments
- Physiotherapy appointments/Occupational Therapy appointments
- Sensory regulation difficulties/meltdowns which impact on their ability to attend their session
- Social needs
- Severe mental health breakdowns
- Parental/carer illness
- An immediate family member is critically/terminally ill
- Families who have been through a traumatic event

Simply Sensory appreciates that some appointments are necessary in order for our students' complex lives to be maintained.

EOTAS Students:

Students attending Simply Sensory Education on an alternative provision are on the roll of the Local Authority through EOTAS Teams.

Local Authority Register will be completed daily for morning and afternoon sessions by Simply Sensory Managers. Appropriate codes will be used when completing this register.

Absences:
There are two types of absences Authorised and Unauthorised:
Authorised absences include illness, religious observance and compassionate leave such as a bereavement.
Unauthorised absence includes reasons such as social events, family celebrations and holidays during term time.

However as Simply Sensory provides a bespoke one to one service we ask that any change to scheduled education sessions will be agreed in advance with the parent/carer following the learning agreement.

Registration Code / \: Present in school / = am \ = pm

Authorised absences:

Code I: Illness (not medical or dental appointments)

Code B: Off-site educational activity

Code H: Holiday authorised by the school

Code M: Medical or dental appointments

Code R: Religious observance

Code W: Work experience

Code T: Gypsy, Roma and Traveller absence

Code X: Not required to be in school

Code X: not attending in circumstances relating to coronavirus (COVID-19)

(This code is not counted as an absence in the school census)

Code #: Planned whole or partial school closure

Unauthorised absences:

Code G: Holiday not authorised by the school or in excess of the period

determined by the head teacher.

Code N: Reason for absence not yet provided

Code O: Absent from school without authorisation

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend home education sessions regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

Where a student's attendance is a concern, a meeting will be arranged for parent/carer by Simply Sensory to discuss any barriers/problems/difficulties the student and parent/carer are facing. If there are problems which affect a student's attendance we will investigate, identify and strive in partnership with parents/carers, students, professionals and social workers to resolve those problems as quickly and efficiently as possible.

Alternative Packages:

Students receiving home tutoring on an alternative package remain on the school or academy roll. Simply Sensory has an agreement with the setting that student attendance will be monitored in line with the setting's Attendance Policy.

When students are going to be absent, parents, carers or the school/academy are requested to contact Simply Sensory with a reason for absence prior to the start of session. Simply Sensory will then pass on the reason for absence to the school/academy's office.The setting can then code the students absent in line with their own policy. If no contact has been made by parent/carer or setting, Simply Sensory will make contact with the parent/carer to establish reasons for absence as soon as possible.
Where a student's attendance is a concern, a meeting will be arranged by the setting with the student, parent/carer and Simply Sensory to discuss any barriers to attendance.

Communication:
Simply Sensory would ask that Parents and carers notify them as soon as possible for any change to scheduled sessions.
Throughout the absence we will remain in regular contact with parents/carers and school settings and offer support if needed. We ask that we are kept up to date with information regarding the student.

Educational Welfare
Simply Sensory works very closely with the local authority and will ensure that the timing of all sessions is mutually convenient for all staff, parents/carers and pupils.

Further sources of information

Relevant legislation

45.The Education (Pupil Registration) (England) Regulations 2006

46.The Education (Pupil Registration) (England) (Amendment) Regulations 2010

47.The Education (Pupil Registration) (England) (Amendment) Regulations 2011

48.The Education (Pupil Registration) (England) (Amendment) Regulations 2013

49.The Education (Pupil Registration) (England) (Amendment) Regulations 2016

50.The Education Act 2002

51.The Education (School Day and School Year) (England) Regulations 1999

52.The Changing of School Session Times (England) (Revocation) Regulations 2011

53.The Education and Inspections Act 2006

Other DfE guidance

54.Parental responsibility measures for school attendance and behavior

55.Children missing education

56.Keeping children safe in education