



Attendance Policy

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Aims



Education

ALTERNATIVE PROVISION provides a

means of advancement for all young people. At RISE Alternative Provision, Young People need to attend regularly to take full advantage of the educational opportunities available to them. We believe that irregular attendance undermines the educational process and leads to disadvantages. All education placements are instructed by the government to raise safeguarding concerns if a pupil has poor attendance.

The aim and objective of this policy is to:

1. Ensure the highest possible attendance of all young people
2. Reduce the level of absence
3. Improve levels of punctuality
4. Ensure that poor attendance is challenged to ensure Young People are kept safe

Parent & Carer Responsibilities:

- Ensure that if their child is to be absent from their sessions for any unavoidable reason such as sickness, they should contact the RISE staff (Tutor/ Mentor) as soon as possible, on the first day of absence. This may be done by phone, text or email.
- **Parents/carers are expected to report absence on each day of absence.**
- Wherever possible avoid making medical/dental appointments for their children during session hours.
- Avoid booking family holidays during term-time.
- Agree to a visual attendance/ welfare check-in if your child has missed two or more consecutive sessions. This will be conducted by a RISE staff member at a convenient time.

Young People Responsibilities

Young People should:

- Ensure that they attend planned sessions.
- Ensure that they attend sessions on time.
- Not leave the sessions without permission.
- Have their attendance and punctuality acknowledged by the tutors/ mentors.
- All Young People should be aware of the importance of regular attendance. If they are having difficulties that might prevent them from attending regularly, they should speak to their tutor/mentor or parents/carers.

RISE Alternative Provision responsibilities



All the staff at RISE will provide an ethos that places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

RISE staff will:

- Record attendance on DC Pro within the first 20 minutes of the session.
- Respond to absenteeism firmly, consistently and with care.
- Promote regular session attendance.
- Acknowledge good or improved attendance of individual Young People
- Follow up any absences from sessions.

Responsibilities of the Attendance Officer

RISE Alternative Provision has a named Attendance Officer Michaela Gale who has a very specific role to play in supporting high levels of attendance. The Attendance Officers' essential purposes are to support parents and carers to meet their responsibilities for ensuring that their children regularly attend the sessions.

The Attendance Officer will:

- The Attendance Officer will monitor and track attendance in real time using the DC Pro system, ensuring that any absences or patterns of concern are identified promptly and appropriate follow-up actions are taken.
- Contact the parents/carers by telephone, text or email.
- Meet with tutors/mentors regularly to discuss the attendance of Young People.
- Promote partnership between Young People, parents and RISE staff over attendance and punctuality.
- Monitor and review attendance for individuals causing concerns.
- Liaise with Home School Welfare System, Local Authority, and any other relevant professionals.
- Work with the tutors/mentors and parents/carers to improve the attendance of identified Young People.
- Take the necessary steps with individuals with poor attendance.
- Maintain appropriate records regarding young person's absence.
- Contact tutors/mentors who have not completed their attendance records.
- Liaise with School, Local Authority and any other relevant professionals.

Monitoring Procedures



ALTERNATIVE PROVISION • Accurate

attendance records are important as they support. In addition, it also helps in identify individual young people and particular groups of young people who are or may be at risk of becoming persistent absentees; facilitate and encourage early intervention; and to identify particular types or patterns of absenteeism (for example, time lost to term-time holidays, regular absences on Mondays and/or Fridays, etc).

- Attendance records are reviewed weekly by the Attendance Officer and senior RISE staff.
- Attendance and Punctuality is reported to parents/carers or schools regularly.
- The Attendance Officer monitors the timing of absence alerts and escalates concerns according to procedure.

Safeguarding and Welfare Checks

At RISE Alternative Provision, safeguarding is central to our attendance procedures. Regular attendance enables us to maintain oversight of a young person's wellbeing and safety.

If a young person has not been seen or engaged for a period of 48 hours, this will trigger a welfare check procedure. Due to the nature of our timetable, where sessions may not always be back-to-back, this may also apply after two consecutive missed sessions.

Immediate Non-Attendance Escalation

Where a young person does not attend a scheduled session and no prior absence notification has been received, RISE will initiate an immediate escalation process.

Within **1 hour of the missed session**, staff will:

- Attempt to contact parents/carers by phone, text, and email
- Notify the Attendance Officer and Designated Safeguarding Lead (DSL)
- Contact relevant external stakeholders, including:
 - The young person's home school
 - Inclusion Officer or Local Authority representative
 - Social Worker or Early Help key worker (where applicable)
 - Other involved professionals as identified in the young person's support plan

This rapid communication ensures shared oversight of the young person's whereabouts and wellbeing and enables coordinated safeguarding action where necessary.



Welfare Procedure

ALTERNATIVE PROVISION Check

Where a young person has not been seen for 48 hours (or two consecutive missed sessions) and there has been no confirmed contact from a parent/carer explaining the absence, RISE will:

- Continue attempts to contact parents/carers by phone, text, and email
- Escalate concerns to the Attendance Officer and DSL
- Carry out a welfare check where appropriate
- Follow safeguarding procedures in line with statutory guidance
- Refer to external agencies if risk is identified

Welfare checks are carried out to ensure the safety and wellbeing of the young person and are not a disciplinary measure. They form part of RISE's duty of care and safeguarding responsibility under:

- *Keeping Children Safe in Education*
- *Working Together to Safeguard Children*
- *Children Missing Education* statutory guidance

Does RISE Alternative Provision need a phone call on each day of absence?

We expect a parent/carer to telephone or text the tutor or RISE senior staff on the first day of absence, preferably by 8am. Parents/carers are expected to contact on each day of absence.

Can we take family holidays during term-time?

At RISE Alternative Provision, we actively discourage Parents/carers from taking their children out of their sessions during term time for family holidays.

My child is trying to avoid coming to their sessions - What should I do?

It is important that we identify the reason for your child's reluctance to attend their sessions and work together to tackle the problem. Contact the tutor/mentor or RISE senior staff and discuss your worries. Your child could be avoiding their sessions for several reasons – difficulties with work, friendship problems or family difficulties. A collaborative and supporting approach could make the difference.

A Guide for Staff

Responsibilities of the Tutor/ Mentor



As the first **ALTERNATIVE PROVISION** point of contact with Young People, tutors/mentors are vital in promoting good attendance and punctuality.

Tutors/Mentors should:

- Have a formal routine for recording attendance being taken accurately each day.
- Fill out the online My Concern Log via our online system.
- Acquire explanations of absences required from Young People.
- Make enquiries about unexplained absences and follow up with the young person's family to ensure that an explanation has been formally given.
- Look out for trends or patterns in attendance and inform Senior RISE Staff.
- Inform the Attendance Officer of any known future absences for Young People.
- Discuss lateness with Young People and parents/carers (where possible) and the importance of punctuality emphasised.
- Report absence within 10 minutes of the planned session time to the attendance officer and/or senior RISE Staff.

Links to Statutory Guidance

- Keeping Children Safe in Education:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Working Together to Safeguard Children:
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Children Missing Education:
<https://www.gov.uk/government/publications/children-missing-education>
- Working Together to Improve Attendance 2024:
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Links for IRAF Referrals

- <https://www.bpcouncil.gov.uk/Assets/Children-young-people-and-families/inter-agency-referral-form.pdf> – Bournemouth, Poole and Christchurch Council.



- Safeguarding Referrals (IRAF) – Dorset Council. For safeguarding concerns about a child/young person in the Dorset Council area, contact the Family Support and

Advice Line on 01305 228558 or email

childrensadvicenddutyservice@dorsetcouncil.gov.uk. Referrals are made by telephone first, with written follow-up as needed. Out of hours (emergencies) call 01305 221000.

- <https://childrenandfamiliesportal.hants.gov.uk/s4s/FormDetails/FillForm?formId=279> - Hampshire

Policies Related To

This Attendance Policy should be read alongside the following policies:

- **Safeguarding Policy**
- **Behaviour Policy**

These policies work together to ensure that attendance concerns are managed in a way that promotes the safety, wellbeing and positive behaviour of all young people.