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Attendance Policy

Regular attendance and engagement are important to a young person's education, progress, wellbeing and safeguarding. At RISE Alternative Provision, attendance is monitored closely so that barriers to engagement can be identified early and appropriate support and safeguarding action can be taken. RISE works in partnership with young people, parents/carers, commissioning schools, local authorities and other professionals to support attendance and ensure that unexplained or concerning absence is followed up promptly.

The aim and objective of this policy is to:

1. Promote the highest possible attendance and engagement for all young people.

2. Identify and respond early to absence, non-engagement and patterns of concern.

3. Improve punctuality and support young people to access their agreed provision consistently.

4. Ensure attendance concerns are considered as a potential safeguarding indicator and responded to in a child-centred and proportionate way.

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.
- · Cooperate with reasonable welfare checks and safeguarding enquiries where RISE has been unable to establish a young person's wellbeing or where attendance/non-engagement gives rise to concern.

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 accurately on DCPro as soon as possible and within the first 20 minutes of the planned session. Any unexplained absence or immediate concern must be escalated without waiting for the 20-minute recording window to expire.
- 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 who leads the monitoring, tracking and escalation of attendance concerns and works with young people, families, staff, commissioning schools, local authorities and safeguarding leads to support improved attendance and engagement.

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

- 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.

Attendance Reporting & Data Sharing

- Attendance is recorded and monitored in real time using the DCPro system.
- Secure DCPro login access will be provided to referring schools and/or the Local Authority, enabling them to view attendance live and monitor engagement as it occurs.
- Due to the frequency and volume of sessions delivered, RISE Alternative Provision is unable to provide individual attendance updates via email following every session.
- Instead, professionals are expected to access attendance information directly through DCPro to ensure the most accurate and up-to-date information.

- Where there are significant concerns regarding attendance, safeguarding, or engagement, RISE staff will make direct contact with the relevant school, Local Authority, or professionals in line with safeguarding procedures.

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 48 hours, or has missed two consecutive planned sessions, this will normally trigger RISE's welfare-check process. However, staff must not wait 48 hours or two sessions where the circumstances, the young person's known risks, unexplained absence or other information indicate that earlier safeguarding action is required.

Where the threshold for a welfare check is met, or earlier action is required because of risk, RISE will take proportionate steps to establish the young person's safety and wellbeing. This may include:

- Attempt to contact parents/carers by phone, text and email
- Escalate concerns to the Attendance Officer and Designated Safeguarding Lead (DSL)
- Carry out a welfare check where appropriate
- Follow RISE safeguarding procedures, including referral to children's social care and/or police where the circumstances require it.

Welfare checks are a safeguarding measure, not a disciplinary response. Attendance and absence must be considered alongside the young person's wider circumstances and known vulnerabilities. RISE will share relevant information with the commissioning school, local authority and safeguarding partners where necessary to protect the young person and support access to suitable education.

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

Parents/carers should notify the Tutor/Mentor or RISE as soon as possible on the first day of absence and provide a reason. Parents/carers are expected to update RISE on each subsequent day of absence unless a clear period of absence has already been agreed or confirmed.

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 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.

Commissioning schools and statutory attendance responsibilities

RISE provides alternative provision on behalf of commissioning schools and local authorities. The commissioning school remains responsible for its statutory attendance and admission-register duties where the young person remains on its roll. RISE will provide accurate and timely attendance information and will work collaboratively with the school and local authority to support attendance and respond to absence.

Attendance concerns should be approached through support first: understanding the individual barriers to attendance, working with the young person and family, agreeing appropriate actions and escalating where support is not effective, not engaged with, or where safeguarding concerns require immediate action.

Persistent or severe absence can be an indicator of wider need or harm. Staff should consider whether absence is linked to mental health, SEND, bullying, exploitation, family circumstances, transport, medical needs, unmet educational need or other safeguarding concerns and share information with relevant professionals as appropriate.

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 school attendance (statutory guidance, updated July 2026): https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

Links for IRAF Referrals

- https://www.bcpcouncil.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 childrensadviceanddutyservice@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 RISE policies and procedures:

- Safeguarding & Child Protection Policy
- Behaviour
- Risk Assessment
- Absconding (Missing Person)
- Lone Working
- ·Transport
- Data Protection/GDPR
- Code of Conduct

These policies and procedures work together to ensure that attendance concerns are managed in a way that promotes education, safety, wellbeing and effective multi-agency working.

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.