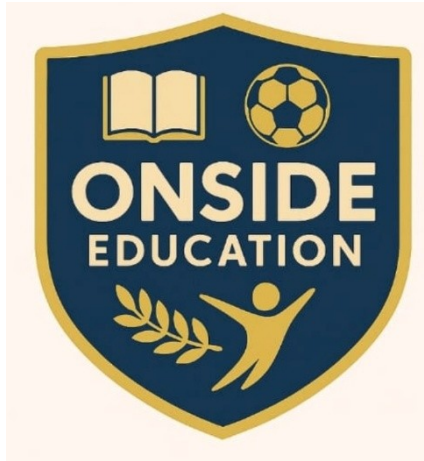




Onside Education

Attendance Policy

Issued date: September 2025

Review Date: September 2026

1. Statement of Intent

Onside Education is committed to promoting high levels of attendance and punctuality so that all pupils can fully access education, feel safe, and achieve their potential. Regular attendance is essential to learning, wellbeing and safeguarding, particularly for pupils educated in alternative provision (AP) and those who are dual-registered.

Attendance is recognised as a safeguarding priority. Persistent absence, lateness or irregular attendance may indicate unmet need, disengagement, neglect or other risks. Onside Education therefore adopts a proactive, supportive and timely approach to attendance, underpinned by accurate recording, early intervention and strong partnership working.

2. Statutory Context

This policy is informed by:

- Working Together to Improve School Attendance (DfE)
- Keeping Children Safe in Education (current edition)
- Children Missing Education Statutory Guidance.
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Children Act 1989 and 2004
- Independent School Standards (Part 3)
- Working Together to Safeguard Children

Attendance and admission registers will be maintained accurately in accordance with current pupil registration requirements and made available for inspection upon request.

3. Scope and Application

This policy applies to:

- All pupils attending Onside Education provision
- Pupils who are dual-registered with a mainstream school
- All staff involved in attendance monitoring, pastoral support and safeguarding

Where pupils are dual-registered, Onside Education works in partnership with the home school and local authority, recognising that the legal responsibility for authorising absence and enforcement remains with them.

4. Roles and Responsibilities

Parents / Carers

Parents and carers have the legal responsibility to ensure that their child attends school regularly and punctually and to notify the provision of absence with a clear reason.

Onside Education

Onside Education is responsible for:

- Recording attendance accurately and promptly
- Following up absence on the first day
- Identifying and responding to patterns of concern
- Sharing attendance data with home schools and local authorities
- Escalating concerns in line with safeguarding and CME processes

Programme Lead / Senior Leadership

- Overall oversight of attendance
- Monitoring attendance data and trends via Et-Aims
- Liaising with home schools, local authorities and external agencies
- Ensuring attendance concerns are addressed promptly and proportionately

5. Attendance Recording and the Use of Et-Aims CRM

Onside Education uses the Et-Aims CRM system as its central platform for recording, monitoring and reporting attendance.

Et-Aims is used to:

- Record daily attendance registers (morning and afternoon)
- Log authorised and unauthorised absence (pending confirmation by home school)
- Record lateness, patterns of absence and attendance notes
- Track first-day contact and follow-up actions
- Produce attendance reports for home schools, local authorities and internal review
- Support safeguarding oversight and audit

All attendance data is recorded on Et-Aims in accordance with the Education (Pupil Registration) (England) Regulations 2006 and data protection requirements.

6. Registration Arrangements

- Programme start time: **8:45am**
- Pupils arriving after **09:30am** are recorded as late
- Morning register completed by **09:45am**
- Afternoon register completed by **12:40pm**
- Attendance is recorded by senior staff and logged on Et-Aims the same day

Where pupils are dual-registered, attendance information is shared with the home school in line with agreed protocols.

6.1 Attendance and Admission Registers

Onside Education will maintain accurate admission and attendance registers in accordance with current pupil registration requirements.

Registers will:

- Record attendance at the beginning of each morning and afternoon session.
- Be completed on the same day.
- Record the appropriate attendance code.
- Record admissions, deletions and amendments.
- Be retained securely for the required statutory period.
- Be available for inspection by authorised agencies.

Registers will be formally closed after registration has been completed and any subsequent arrival recorded in accordance with attendance coding requirements.

7. Definitions

Authorised Absence

An absence is authorised only when the home school or local authority is satisfied that the reason is legitimate and in line with statutory guidance.

Onside Education records the reason provided by parents/carers on Et-Aims but does not authorise absence for dual-registered pupils.

Unauthorised Absence

An absence is unauthorised where a pupil is absent without acceptable reason, even if supported by a parent/carer. All unauthorised absences are followed up and escalated as appropriate.

7.1 Attendance Codes

Attendance will be recorded using the current DfE attendance and absence codes.

Where pupils are dual registered, attendance coding will be agreed with the commissioning school where appropriate.

Attendance coding will distinguish between:

- Present
- Late before register closes
- Late after register closes
- Authorised absence
- Unauthorised absence
- Medical appointments
- Alternative provision attendance
- Educational visits
- Suspensions
- Other approved educational activity

Staff responsible for attendance recording will receive appropriate training regarding attendance coding requirements.

8. First-Day Response and Follow-Up Procedures

Onside Education follows a graduated response, aligned with “Working together to improve school attendance”:

Day 1 – First Day of Absence

- Text and/or phone call to parent/carer
- Attendance logged on Et-Aims
- Home school contacted where dual-registered

Day 3 of Absence

- Formal letter sent to parents/carers (appendix A)
- Attendance concern recorded on Et-Aims
- Review by Programme Lead

Day 5 of Absence

- Home visit arranged where appropriate and safe
- Escalation to home school and local authority
- Safeguarding review where required

Day 10 of Absence

- Referral through the Children Missing Education (CME) process (Appendix B)
- DSL oversight and safeguarding action where appropriate

Where a pupil's whereabouts are unknown, or where there is any immediate safeguarding concern, staff will not wait for Day 10.

The DSL will undertake an immediate safeguarding risk assessment and consider:

- Known vulnerabilities
- Child protection concerns
- Social care involvement
- Risk of exploitation
- Risk of harm to self or others
- Previous missing episodes

Parents/carers, the commissioning school, local authority, police and/or children's social care will be contacted immediately where safeguarding thresholds are met.

All actions and decisions will be recorded on Et-Aims.

9. Persistent Absence and Safeguarding

Onside Education expects attendance of at least 95%, recognising individual circumstances.

Persistent absence, patterns of lateness or irregular attendance are treated as potential safeguarding indicators. Attendance data recorded on Et-Aims contributes to:

- Safeguarding chronologies
- Early help assessments
- Multi-agency discussions

Missing from Provision / Absconding

Where a pupil is identified as missing from provision or absconds from site without permission, this is treated as a **safeguarding incident** and responded to immediately.

- Immediate staff response: Staff will initiate an immediate search of the site and known locations, following local procedures, and ensure other pupils remain supervised
- Supervision and safety: Staff will not leave other pupils unsupervised while responding and will follow agreed roles to manage the situation safely.
- DSL notification: The Designated Safeguarding Lead (DSL) or Deputy DSL will be informed without delay, and the incident recorded on Et-Aims.
- Escalation and external agencies: Where a pupil cannot be located, is known to be vulnerable, or has left site without permission, police and/or children's social care will be contacted in line with safeguarding thresholds.

Where there is immediate concern for a child's safety, risk of exploitation, or a child missing from care, police and/or children's social care will be contacted without delay in line with safeguarding procedures.

- CME and attendance integration: Repeated incidents, failure to locate a pupil, or concerns about access to education will be escalated through the Children Missing Education (CME) process in partnership with the home school and local authority.

Attendance concerns are managed in line with the Safeguarding and Child Protection Policy.

9.1 Children with a Social Worker

Children who are subject to a Child Protection Plan, Child in Need Plan, are Looked After, Previously Looked After or have an allocated social worker will receive enhanced attendance monitoring.

Attendance concerns involving these pupils will be discussed with relevant professionals promptly and may trigger earlier safeguarding intervention.

9.2 Reduced or Part-Time Timetables

Onside Education does not use part-time timetables as a long-term arrangement.

Any temporary reduced timetable must:

- Be time limited.
- Be agreed with parents/carers and commissioners.

- Be subject to risk assessment.
- Have clear review dates.
- Include a plan for return to full-time education wherever appropriate.

All reduced timetables will be monitored by the Head of Provision.

10. Illness and Medical Absence

Where illness results in extended absence:

- The situation is recorded on Et-Aims
- Home school and/or local authority are informed
- A “keeping in touch” approach is agreed, which may include:
 - o Work sent home
 - o Welfare calls or visits
 - o Liaison with health or family support services

11. Leave of Absence and Holidays

In line with statutory guidance:

- Leave of absence during term time is strongly discouraged
- Only the home school or local authority may authorise leave where exceptional circumstances apply
- Requests for leave must be directed to the home school

12. Monitoring, Reporting and Review

Attendance data held on Et-Aims is:

- Reviewed weekly by the Programme Lead
- Analysed to identify patterns and trends
- Shared with commissioning schools and local authorities
- Used to inform safeguarding decisions and early help

This policy is reviewed:

- Annually
- Following updates to statutory guidance
- Following serious attendance or safeguarding concerns

Attendance information will normally be shared with commissioning schools and local authorities:

- Weekly attendance summaries
- Immediate safeguarding-related attendance concerns
- Persistent absence concerns
- CME referrals
- Reintegration reviews
- Placement review meetings

Where attendance significantly deteriorates, commissioners will be informed without delay.

13. Policy Approval

This Attendance Policy is approved by the Proprietor / Responsible Body and forms part of Onside Education's safeguarding and welfare framework.

Appendix A

Onside Education

[Provision Name]

[Address]

[Telephone] | [Email]

Date: _____

Private & Confidential

Dear [Parent/Carer Name],

Re: Attendance Concern – [Student Name], Date of Birth: [DOB]

We are writing to express concern regarding **[Student Name]**'s attendance at Onside Education.

Our records show that **[Student Name]** has been absent from provision since **[date]** and we have not received sufficient explanation for this absence / the attendance pattern is causing concern.

Regular attendance is essential to ensure pupils can access education safely and make expected progress. It is also a key safeguarding priority. Persistent absence or irregular attendance may indicate that a child requires additional support.

Our records

- Last date attended: _____
- Number of days absent: _____
- Attendance recorded on: Et-Aims CRM

Next steps

We ask that you contact **[named staff member / Programme Lead]** as soon as possible to:

- Explain the reason for absence
- Discuss how we can support **[Student Name]** to return to provision
- Agree next steps to improve attendance

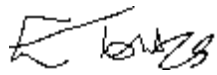
If we do not hear from you within **[timescale – e.g. 24 hours / 48 hours]**, further action may be required. This could include:

- Escalation to the home school and/or local authority
- A home visit (where appropriate)
- Consideration of a referral through the Children Missing Education (CME) process

Our aim is always to work **supportively and collaboratively** with families to help children attend regularly and feel safe in education.

If you have any questions or require support, please contact us using the details above.

Yours sincerely,



Ellis Tonks
Attendance Lead
Onside Education

Appendix B

Onside Education

[Provision Name]

[Address]

[Telephone] | [Email]

Date: _____

Private & Confidential

To:

Staffordshire Children Missing Education (CME) Team
Staffordshire County Council

Re: Children Missing Education (CME) Referral – Staffordshire

Child's Name: _____

Date of Birth: _____

UPN (if known): _____

Home / Commissioning School: _____

Current Provision: Onside Education – [Site]

Dear CME Team,

We are writing to formally submit a Children Missing Education (CME) referral in respect of the above-named child, in accordance with Staffordshire County Council CME procedures and statutory guidance on Children Missing Education.

Despite appropriate attendance monitoring, contact attempts and support measures, [Child's Name] has not attended provision since [date], and we are unable to confirm that they are accessing suitable education.

Attendance Overview

- Last confirmed attendance: _____
- Number of consecutive days absent: _____
- Attendance recording system: Et-Aims CRM
- Dual registration: Yes / No
- Transport arrangements (if applicable): _____

All attendance records, communications and follow-up actions are logged on Et-Aims CRM and shared with the home school as required.

Actions Taken Prior to Referral

The following actions have been completed in line with local and statutory expectations:

- First-day absence contact (text and/or phone call)

- Ongoing attempts to contact parent/carer
- Formal attendance concern letter issued
- Liaison with home / commissioning school
- Home visit attempted / completed (where appropriate)
- Internal safeguarding checks undertaken

Despite these steps, engagement has not been re-established, and the child's education provision cannot be confirmed.

Safeguarding Considerations

Onside Education recognises that non-attendance is a key safeguarding indicator. Given the length of absence and lack of parental engagement, we are concerned about [Child's Name]'s welfare and educational entitlement.

In line with *Keeping Children Safe in Education 2025* and *Children Missing Education statutory guidance*, we believe this case meets the threshold for CME intervention.

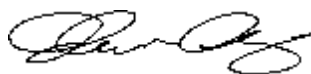
Request

We respectfully request that Staffordshire County Council:

- Log this case as a Children Missing Education referral
- Progress enquiries in line with local CME procedures
- Support multi-agency action to locate the child and secure access to suitable education

Please confirm receipt of this referral and advise of any further information required.

Yours faithfully,



Adam Gray
Programme Lead
Onside Education

Appendix C – Same-Day Missing Pupil Escalation Process

