



Trust Education Group Ltd

Introduction



Trust-Education Group Ltd recognises that regular school attendance is a legal requirement and a central safeguarding priority. Attendance supports pupils' academic achievement, social development, and emotional wellbeing.

For pupils with Social, Emotional and Mental Health (SEMH) needs, attendance must be viewed as part of a wider system of care, protection, and personalised support, not simply compliance.

This policy sets out the organisation's commitment to:

- Ensuring that all pupils attend regularly and punctually
- Identifying and understanding barriers to attendance
- Working in partnership with parents, carers, commissioning bodies, base schools, and external agencies
- Embedding attendance within safeguarding practice
- Maintaining accurate records through Bromcom as required by the Department for Education

Legal and Statutory Framework

This policy complies with relevant legislation and statutory guidance, including:

- Education Act 1996 and 2002
- Education (Pupil Registration) (England) Regulations 2024
- Education (Penalty Notices) (England) Amendment Regulations 2024
- Working Together to Improve School Attendance (statutory guidance from August 2024)
- Keeping Children Safe in Education (KCSIE) 2025
- Statutory guidance on Children Missing Education (CME)
- Data Protection legislation

Trust-Education Group Ltd is required to:

- Record and monitor attendance accurately
- Intervene early when concerns arise
- Escalate concerns through structured welfare checks
- Share attendance data with base schools, local authorities, and commissioning bodies
- Ensure safeguarding and attendance functions operate together

Safeguarding and Attendance

Attendance is a safeguarding issue. Pupils who are absent from school may be at increased risk of harm, neglect, or exploitation.

Concerns may arise when a pupil:



- Attends sporadically
- Is persistently late
- Shows sudden changes in attendance patterns



All staff must:



- Monitor attendance closely
- Raise concerns immediately
- Report issues to the Designated Safeguarding Lead (DSL): Katie Everson
- Report issues to the Deputy DSL (DDSL): Melissa Wainman



Attendance monitoring forms part of the Trust-Education Group Ltd safeguarding arrangements in line with KCSIE.

Registration and Daily Procedures



Register Requirements

- Registers are taken twice daily (morning and afternoon).
- Registers must be completed within the first ten minutes of each session.
- Bromcom is used to record attendance accurately, securely, and in line with DfE requirements.
- Staff must use the correct DfE attendance codes at all times.



Absence Monitoring

If a pupil is absent without explanation:

1. The absence is recorded as unauthorised until a valid explanation is received.
2. Parents or carers are contacted to seek clarification.
3. Absence is recorded daily.
4. Daily absence information is shared with:



- The pupil's base school
- The commissioning local authority

This meets DfE expectations for alternative provision and supports OFSTED standards relating to communication and safeguarding.

Home Visits and Welfare Checks

Home visits form part of the Trust-Education Group Ltd safeguarding and attendance strategy. They may take place when:

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- There are ongoing attendance concerns
- Communication attempts have not been successful over time
- A welfare concern is identified through attendance patterns or behaviour

Home visits are not conducted automatically on the day of absence.

All visits are:

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- Recorded using CPOMS
- Reported to the DSL and DDSL
- Reported to the base school and local authority when relevant to attendance and safety

Persistent and Severe Absence

Definitions, in line with Department for Education standards:

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- Persistent Absence (PA): Missing 10% or more of sessions
- Severe Absence (SA): Missing 50% or more of sessions

Trust-Education Group Ltd monitors attendance weekly through Bromcom.

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When thresholds are reached or approached:

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- An Individual Attendance Plan (IAP) is created
- Parents, carers, pupils, professionals, and commissioning bodies are involved
- Regular review meetings take place
- Attendance information is shared with the base school and local authority

Supportive strategies are prioritised in accordance with DfE guidance.

Lateness and Punctuality

The school day runs from 9.10 am to 2:30 pm.

Lateness is recorded in Bromcom. Patterns of lateness may indicate:

- Neglect
- Morning routine difficulties
- Anxiety or refusal behaviours

Families are contacted where lateness is persistent.

Concerns are shared with base schools and local authorities as appropriate.

Authorised and Unauthorised Absence

Authorised absences may include:

- Illness
- Medical or dental appointments
- Religious observance
- Exceptional circumstances approved by the Headteacher

Unauthorised absences include:

- Holidays in term time
- Absence without valid reason
- Arrival after registers close

Parents are expected to notify the school on the first day of absence.

Daily absence information is provided to base schools and local authorities.

Children Missing Education (CME)

When a pupil is absent with no explanation, the Trust follows CME guidance:

- Repeated attempts to contact the family are made
- Attendance patterns and concerns are reviewed
- The base school and local authority are informed
- A CME referral is submitted if required

If a pupil leaves without a confirmed new placement, this is immediately reported to the local authority in line with statutory expectations.

Data, Monitoring and Information Sharing

Attendance data is:

- Checked daily
- Analysed weekly by senior leaders
- Reviewed termly by the proprietor
- Shared with base schools, local authorities, and commissioning bodies

All records are stored securely in compliance with UK GDPR.

Attendance monitoring and information sharing meet Department for Education expectations for transparency and safeguarding.

Supporting Pupils and Families

Pupils may experience significant barriers to attendance, including:

- SEMH needs
- Trauma or anxiety
- Mental health difficulties
- Family instability
- Social care involvement

Support strategies may include:

- Mentoring
- Pastoral and therapeutic intervention
- Counselling
- Flexible or reduced timetables
- Multi-agency meetings
- Early Help referrals
- Transport assistance where appropriate

Commissioning bodies and base schools are updated regularly on progress.

Legal Intervention

If attendance does not improve despite intervention and support, the Trust may escalate through:

- Local Authority involvement
- Penalty Notices in line with the 2024 national framework
- Court proceedings under Section 444 of the Education Act 1996

Commissioning bodies and base schools receive relevant documentation and updates.

Roles and Responsibilities

Staff:

- Complete registers accurately and on time
- Monitor attendance and raise concerns
- Use Bromcom consistently



Designated Safeguarding Lead: Katie Everson

Deputy Designated Safeguarding Lead: Melissa Wainman

Senior Leadership Team:



- Analyse attendance data
- Review interventions
- Report to the proprietor and commissioning bodies



Parents and Carers:



- Ensure regular attendance
- Communicate absences
- Engage with support offered

Pupils:



- Attend regularly
- Arrive punctually
- Participate actively in learning



Communication and Engagement

Attendance expectations are shared at induction, in the parent handbook, and through ongoing communication.



Daily absence information is provided to:

- Parents and carers
- Base schools
- Commissioning local authorities

Meetings are arranged to explore barriers, offer support, and promote engagement.

Positive attendance is acknowledged and rewarded.

Training, Review and Accountability

- Staff receive regular training on attendance requirements, safeguarding duties, and Bromcom usage.
- The Attendance Policy is reviewed annually or earlier if legislation changes.
- Attendance practice is monitored by senior leaders and reported to the proprietor.
- Feedback from pupils, families, base schools, and commissioning bodies is used to improve provision.

Conclusion

Trust-Education Group Ltd is committed to ensuring that every pupil attends regularly, punctually, and safely. Through accurate monitoring, early intervention, home visits, strong family partnerships, and a safeguarding-first approach, we will ensure that no pupil becomes invisible.

Attendance is everyone's responsibility. By working collaboratively and compassionately, we will help pupils overcome barriers, engage fully, and thrive.

Policy Lead	Melissa Wainman Director of Education
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