

Statement of Intent

Trust-Education Group Ltd believes that excellent attendance is fundamental to safeguarding, educational achievement, personal development and positive life outcomes. We are committed to ensuring that every pupil attends school regularly, arrives punctually and is supported to overcome any barriers that may prevent them from engaging successfully in education.

As an independent specialist school supporting pupils with Social, Emotional and Mental Health (SEMH) needs and additional vulnerabilities, we recognise that attendance cannot be viewed simply as a measure of compliance. Many of our pupils have experienced disrupted education, adverse childhood experiences, trauma, anxiety, emotionally based school avoidance, neurodiversity, family instability and significant barriers to learning. These experiences require a compassionate, therapeutic and personalised approach that balances high expectations with appropriate support.

Attendance is therefore viewed as a safeguarding priority and forms an integral part of the school's wider safeguarding culture. Every absence is considered carefully, and staff remain professionally curious where attendance patterns change or concerns emerge. Poor attendance may be an indicator of unmet need, neglect, exploitation, mental health concerns or wider safeguarding issues.

Trust-Education Group Ltd is committed to working collaboratively with pupils, parents, carers, commissioning local authorities, base schools, social workers, health professionals and other partner agencies to ensure every pupil receives the support necessary to achieve regular attendance and positive educational outcomes.

We believe that strong relationships, early intervention and effective partnership working are the most effective means of improving attendance and ensuring pupils feel safe, valued and ready to learn.

Policy Aims

This policy aims to:

- promote excellent attendance and punctuality for every pupil;
- ensure attendance is embedded within the school's safeguarding culture;
- fulfil all statutory duties relating to attendance;
- ensure accurate attendance recording through the Bromcom Management Information System (MIS);
- identify attendance concerns at the earliest opportunity;
- remove barriers preventing pupils from attending;
- reduce persistent and severe absence;
- ensure effective communication with parents, carers and commissioning authorities;
- support vulnerable pupils through personalised intervention;
- promote positive attitudes towards education;
- ensure no child becomes missing from education;
- improve educational achievement, wellbeing and life opportunities.

Legal Framework

This policy has been written in accordance with:

- Education Act 1996
- Education Act 2002
- Education (Pupil Registration) (England) Regulations 2024
- Education (Penalty Notices) (England) Amendment Regulations 2024
- Working Together to Improve School Attendance (Department for Education, August 2024)
- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children
- Children Missing Education Statutory Guidance
- Equality Act 2010
- Children Act 1989
- Children Act 2004
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Independent School Standards Regulations

The school complies fully with statutory attendance legislation and recognises that attendance is everyone's responsibility.

Our Attendance Ethos

Trust-Education Group Ltd adopts a relationship-based approach to attendance.

Rather than focusing solely upon percentages and enforcement, we seek to understand the reasons why attendance has become difficult for an individual pupil. We recognise that poor attendance often reflects wider emotional, psychological or social needs requiring support rather than punishment.

Staff build trusting relationships with pupils and families so that concerns can be identified early and addressed before attendance deteriorates further.

Attendance is celebrated, recognised and encouraged through positive reinforcement whilst maintaining high expectations for all pupils.

Attendance and Safeguarding

Attendance forms a core component of the school's safeguarding arrangements.

In accordance with **Keeping Children Safe in Education (KCSIE) 2026**, all staff understand that unexplained absence, repeated lateness, persistent absence or sudden changes in attendance may indicate safeguarding concerns.

These may include:

- neglect;
- emotional abuse;
- domestic abuse;
- child criminal exploitation;
- child sexual exploitation;
- county lines involvement;
- online exploitation;
- mental health concerns;
- substance misuse;
- family breakdown;
- homelessness;
- children missing education;
- self-harm or suicidal ideation.

Attendance information is reviewed alongside safeguarding records maintained on CPOMS to ensure a holistic understanding of each pupil's wellbeing.

Where attendance causes safeguarding concern, immediate action will be taken by the safeguarding team.

Safeguarding Team

Attendance concerns should be reported immediately to the safeguarding team.

Designated Safeguarding Leads (DSL)

- Janette Bashall
- Ashleigh Haynes
- Laura Wilding

Deputy Designated Safeguarding Leads (DDSL)

- Melissa Wainman
- Katie Everson

The safeguarding team works closely with the Attendance Officer, Co-Headteachers and external agencies to ensure that attendance concerns receive timely intervention.

Leadership Responsibilities

Proprietor

The Proprietors; Melissa Wainman and Katie Everson have strategic responsibility for ensuring the school fulfils its statutory attendance duties.

The Proprietor will:

- Monitor attendance trends;
- Review attendance reports;
- Challenge leaders where attendance declines;
- Ensure sufficient staffing and resources;
- Monitor compliance with statutory guidance;
- Ensure policies remain compliant.

Co-Headteachers

Melissa Wainman

Katie Everson

The Co-Headteachers provide strategic leadership for attendance throughout the school.

They will:

- Promote a positive attendance culture;
- Ensure attendance remains central to safeguarding;
- Monitor Bromcom attendance reports;
- Analyse attendance trends;
- Lead attendance improvement strategies;
- Chair attendance review meetings;
- Approve Individual Attendance Plans;
- Liaise with commissioning local authorities;
- Oversee attendance interventions;
- Monitor vulnerable pupils;
- Quality assure attendance procedures;
- Ensure statutory guidance is implemented;

Attendance Officer

Laura Wilding

Laura Wilding is responsible for the day-to-day operational management of attendance.

Her responsibilities include:

- Monitoring attendance daily using Bromcom MIS
- Maintaining statutory attendance registers
- Ensuring attendance codes are accurate
- Contacting parents on the first day of absence
- Recording reasons for absence
- Monitoring persistent absence
- Monitoring severe absence
- Identifying attendance trends
- Producing attendance reports
- Supporting safeguarding investigations
- Arranging attendance meetings; liaising with base schools
- Liaising with commissioning local authorities
- Communicating with parents and carers
- maintaining attendance documentation

- Supporting home visits
- Updating CPOMS where safeguarding concerns arise.

Parents and carers should report all absences directly to the Attendance Officer.

Attendance Officer

Laura Wilding

Email: **business@trustededucation.group**

Telephone: 07508 968 185

Staff Responsibilities

All staff have a responsibility to promote excellent attendance.

Staff will:

- Welcome pupils positively each morning
- Use Bromcom correctly
- Identify attendance concerns
- Report safeguarding concerns immediately
- Communicate concerns to Laura Wilding
- Maintain professional curiosity
- Support pupils experiencing attendance difficulties
- Build positive relationships with families
- Participate in attendance meetings
- Contribute towards Individual Attendance Plans

Parent and Carer Responsibilities

Parents and carers play a vital role in supporting regular attendance.

They are expected to:

- Ensure pupils attend every day where possible
- Ensure punctual arrival
- Report absences promptly
- Provide reasons for absence
- Provide medical evidence where requested
- Attend attendance meetings

- Engage with support offered
- Notify school of appointments
- Keep emergency contact information updated
- Work in partnership with school.

Where attendance concerns arise, parents are expected to engage positively with the school's support processes.

Pupil Responsibilities

Pupils are expected to:

- Attend every day
- Arrive punctually
- Engage positively in learning
- Communicate worries to trusted adults
- Participate in attendance support programmes
- Work collaboratively with staff

The school recognises that pupils may require therapeutic support before they are able to achieve consistently good attendance.

Reporting Absence

Parents or carers must notify school before 9.10am on the first day of absence wherever possible.

Absence should be reported directly to:

Laura Wilding

Attendance Officer

Email:

business@trustededucation.group

Telephone:

Parents should provide:

- Pupil name

- Reason for absence
- Expected return date
- Medical information where appropriate.

Failure to provide an explanation will result in the absence initially being recorded as unauthorised pending further investigation.

First Day Response

Where no explanation has been received, the Attendance Officer will:

- Review previous attendance
- Telephone parents;
- Send email if required;
- Attempt alternative emergency contacts
- Consult safeguarding records;
- Notify the safeguarding team where concerns exist.

Where welfare concerns remain, safeguarding procedures will be followed immediately.

Bromcom Management Information System (MIS)

Trust-Education Group Ltd uses the Bromcom Management Information System as its statutory attendance recording system.

Bromcom enables the school to:

- Complete statutory registers
- Apply DfE attendance codes
- Monitor attendance in real time
- Identify patterns of absence
- Analyse attendance by cohort
- Monitor vulnerable groups
- Identify persistent absence
- Identify severe absence
- Produce attendance reports
- Support safeguarding meetings
- Provide information for Ofsted
- Produce reports for commissioning local authorities
- Monitor punctuality
- Evaluate attendance interventions

Attendance data is reviewed daily by Laura Wilding, weekly by senior leaders and termly by the Proprietor.

Attendance information recorded on Bromcom is considered alongside safeguarding information held within CPOMS to ensure pupils receive timely intervention whenever concerns emerge.

Registration Procedures

Trust-Education Group Ltd complies fully with the Education (Pupil Registration) (England) Regulations 2024 and Department for Education attendance guidance. Attendance registers are legal documents and must be completed accurately and promptly.

Registers are taken twice daily:

- **Morning Registration** at the beginning of the school day.
- **Afternoon Registration** during the afternoon session.

The school day runs from **9.10 am until 2.30 pm**.

All teaching staff are responsible for ensuring registers are completed within the first ten minutes of each registration session using the Bromcom Management Information System (MIS).

Registers must accurately reflect whether a pupil is:

- Present
- Absent
- Attending An Approved Educational Activity
- Educated Off-Site
- Receiving Alternative Provision
- Attending A Medical Appointment
- Attending Another Approved Educational Placement

Only authorised members of staff may amend attendance records once a register has closed. Any amendments must include the date, time, reason for the amendment and the name of the member of staff making the change. Bromcom maintains a full electronic audit trail of all attendance amendments.

Attendance registers are retained in accordance with statutory record-keeping requirements and may be requested by the Department for Education, Ofsted, commissioning local authorities or other authorised agencies.

Daily Attendance Procedures

Attendance is monitored continuously throughout each school day.

Each morning the Attendance Officer reviews attendance information immediately following registration. Any unexplained absence is investigated without delay.

The Attendance Officer will:

- **Review** the pupil's attendance history on Bromcom.
- **Check** for any known medical appointments or authorised absences.
- **Review** safeguarding information recorded on CPOMS.
- **Contact** parents or carers by telephone.
- **Send** an email where telephone contact has not been successful.
- **Attempt** alternative emergency contacts where necessary.
- **Update** Bromcom with reasons for absence.
- **Notify** the safeguarding team if concerns arise.

Where contact has not been established and there are concerns regarding a pupil's welfare, the matter will immediately be referred to a Designated Safeguarding Lead for further action.

All actions taken are recorded on Bromcom and, where appropriate, CPOMS.

Monitoring Attendance

Attendance is monitored at several levels to ensure concerns are identified at the earliest opportunity.

Daily Monitoring

The Attendance Officer reviews:

- Unexplained Absences
- Punctuality
- Pupils Absent For Medical Reasons
- Attendance Of Vulnerable Pupils

- Safeguarding Concerns Linked To Attendance

Weekly Monitoring

The Co-Headteachers review:

- Attendance Percentages
- Pupils Approaching Persistent Absence
- Pupils Approaching Severe Absence
- Attendance By Year Group
- Attendance By Vulnerable Groups
- Attendance Intervention Outcomes

Half-Termly Monitoring

Senior leaders analyse:

- Attendance Trends
- Persistent Absence Rates
- Severe Absence Rates
- Attendance Of Pupils With EHCPs
- Attendance Of Looked After Children
- Attendance Of Pupils Receiving Social Care Support
- Attendance Of Pupils Receiving Alternative Provision

Termly Monitoring

The Proprietor receives detailed attendance reports including:

- Whole School Attendance
- Persistent Absence
- Severe Absence
- Attendance Interventions
- Safeguarding Concerns Linked To Attendance
- Recommendations For Further Improvement

Attendance analysis forms part of the school's Self-Evaluation Framework (SEF), safeguarding audit and school improvement planning.

Lateness and Punctuality

Punctual attendance is essential in ensuring pupils are settled, emotionally regulated and ready to learn.

The school day begins at **9.10 am**.

Pupils arriving after registration has started are marked late using the appropriate Department for Education attendance code.

Persistent lateness is monitored through Bromcom and may indicate wider concerns including:

- Anxiety
- Emotionally Based School Avoidance
- Family Difficulties
- Transport Issues
- Safeguarding Concerns
- Sleep Difficulties
- Unmet Additional Needs

Parents and carers will be contacted where lateness becomes a recurring concern.

Where appropriate, supportive strategies will be agreed through attendance meetings and Individual Attendance Plans.

Authorised Absence

The school may authorise absence where there is a genuine reason supported by appropriate evidence.

Examples include:

- Genuine Illness
- Hospital Appointments
- Specialist Medical Appointments
- CAMHS Appointments
- Dental Appointments That Cannot Be Arranged Outside School Hours
- Religious Observance
- Approved Educational Visits
- Examinations
- Exceptional Circumstances Agreed By The Co-Headteachers

Medical evidence may be requested where attendance concerns already exist.

Authorisation remains at the discretion of the Co-Headteachers.

Unauthorised Absence

Absence will normally be unauthorised where:

- No Reason Has Been Provided
- The Explanation Is Not Accepted
- Holidays Are Taken During Term Time Without Permission
- Pupils Leave School Without Authorisation
- Attendance Cannot Be Verified
- Parents Fail To Engage With Attendance Procedures

Unauthorised absence is monitored carefully through Bromcom and may result in further intervention from the commissioning local authority.

Persistent Absence

In accordance with Department for Education guidance, a pupil is classed as **Persistently Absent (PA)** where they miss **10% or more** of their available sessions.

Bromcom automatically identifies pupils approaching this threshold.

Where attendance falls below expected levels, the school will:

- **Meet** with parents and carers.
- **Identify** barriers.
- **Complete** an attendance assessment.
- **Develop** an Individual Attendance Plan.
- **Identify** appropriate support.
- **Monitor** attendance weekly.
- **Review** progress regularly.
- **Involve** external agencies where appropriate.

Support will always be personalised to the individual needs of the pupil.

Severe Absence

A pupil is considered **Severely Absent (SA)** where they miss **50% or more** of their available sessions.

These pupils are considered highly vulnerable.

The school will undertake enhanced monitoring including:

- Safeguarding Review
- Risk Assessment
- Multi-Agency Meetings
- Regular Attendance Reviews
- Family Support
- Therapeutic Intervention
- Liaison With Social Workers
- Liaison With Commissioning Authorities
- Liaison With Health Professionals

Where appropriate, attendance will be considered alongside the pupil's Education, Health and Care Plan (EHCP), Child in Need Plan, Child Protection Plan or Looked After Child Care Plan.

Individual Attendance Plans

Where attendance becomes a concern, an Individual Attendance Plan will be implemented.

The plan will identify:

- Attendance History
- Barriers To Attendance
- Pupil Voice
- Parent Views
- Safeguarding Concerns
- Agreed Actions
- Support Strategies
- Review Dates
- Responsible Professionals

Attendance Plans are developed collaboratively with:

- Pupils
- Parents And Carers
- Attendance Officer
- Co-Headteachers
- Designated Safeguarding Leads

- Commissioning Local Authorities
- Base Schools
- External Professionals Where Appropriate

Plans are reviewed regularly and amended in response to progress.

Supporting Pupils with SEMH Needs

Trust-Education Group Ltd recognises that many pupils experience significant emotional barriers to attending school.

Attendance support is therefore therapeutic, flexible and centred on the individual.

Support may include:

- Key Worker Support
- Trusted Adult Check-Ins
- Therapeutic Mentoring
- Counselling
- Emotional Regulation Strategies
- Sensory Regulation
- Reduced Timetables Where Appropriate
- Phased Reintegration
- Adapted Start Times Where Professionally Agreed
- Access To Outdoor Learning
- Pastoral Intervention
- Restorative Conversations
- Wellbeing Sessions
- Early Help Support
- Team Around The Child Meetings

Interventions are monitored regularly to ensure they remain appropriate and effective.

The school maintains high expectations while recognising that sustainable improvements in attendance are achieved through positive relationships, consistency and a personalised approach.

Home Visits and Welfare Checks

Trust-Education Group Ltd recognises that home visits are an important safeguarding measure and may be necessary where there are concerns regarding a pupil's welfare, prolonged absence or a significant deterioration in attendance.

Home visits are undertaken sensitively, proportionately and only where they are considered necessary to safeguard the pupil or to strengthen engagement with families.

A home visit may be considered where:

- Repeated Attempts To Contact Parents Or Carers Have Been Unsuccessful
- There Are Ongoing Safeguarding Concerns
- Attendance Has Deteriorated Significantly
- A Pupil Is Considered Vulnerable
- There Are Concerns Regarding A Child's Welfare
- Professionals Agree That A Home Visit Is Appropriate

Home visits are undertaken by appropriately trained members of staff and, where appropriate, in pairs.

Prior to any visit, staff complete a risk assessment and consider any known safeguarding or health and safety information.

Following the visit, a written record is completed and uploaded to CPOMS. Where appropriate, attendance records on Bromcom are updated, and relevant information is shared with commissioning local authorities, base schools or other professionals.

Children Missing Education

Trust-Education Group Ltd recognises that children missing education are at significant risk of abuse, neglect, exploitation and poor educational outcomes.

The school follows statutory **Children Missing Education** guidance alongside **Keeping Children Safe in Education 2026**.

Where a pupil's whereabouts are unknown, the school will:

- Attempt To Contact Parents Or Carers
- Contact All Emergency Contacts
- Review Bromcom Attendance Records
- Review CPOMS Safeguarding Records
- Consult The Designated Safeguarding Leads
- Liaise With The Commissioning Local Authority

- Notify The Base School Where Applicable
- Seek Information From Other Professionals
- Submit A Children Missing Education Referral Where Appropriate

Where safeguarding concerns exist, referrals to Children's Social Care and other agencies will be made without delay.

No pupil will be removed from the admission register unless the school has complied fully with statutory requirements.

Multi-Agency Working

Improving attendance requires effective partnership working.

Trust-Education Group Ltd works collaboratively with:

- Parents And Carers
- Commissioning Local Authorities
- Base Schools
- Social Workers
- Virtual School Heads
- Early Help Services
- Educational Psychologists
- CAMHS
- Health Professionals
- Youth Offending Services
- Police Where Appropriate
- Alternative Provision Providers
- Family Support Services

Attendance concerns are regularly discussed during multi-agency meetings to ensure coordinated support and timely intervention.

The school actively contributes to:

- Annual Reviews
- Emergency Reviews
- Child In Need Meetings
- Child Protection Conferences
- Team Around The Child Meetings
- Early Help Reviews
- Professionals Meetings

Attendance information generated through Bromcom forms part of these discussions where appropriate.

Alternative Provision and Dual Registration

Where pupils access alternative provision, vocational education or other commissioned educational placements, attendance remains the responsibility of Trust-Education Group Ltd.

The school will:

- Monitor Daily Attendance
- Maintain Accurate Bromcom Registers
- Receive Attendance Information From Providers
- Challenge Missing Attendance Information
- Follow Up Any Unexplained Absence
- Share Information With Commissioning Local Authorities
- Maintain Regular Communication With Providers

Alternative providers are expected to notify the school immediately if a pupil fails to attend.

Attendance data from external providers is reviewed alongside safeguarding information to ensure a complete picture of each pupil's engagement.

Mental Health and Emotionally Based School Avoidance

The school recognises that anxiety, trauma and mental health difficulties may significantly affect attendance.

Attendance concerns relating to emotional wellbeing are responded to with compassion and appropriate professional support.

Where emotionally based school avoidance is identified, the school may implement:

- Graduated Reintegration Plans
- Individual Attendance Plans
- Therapeutic Support
- Key Worker Sessions

- Counselling
- Sensory Regulation Strategies
- Safe Spaces
- Pastoral Support
- Flexible Transition Arrangements
- Wellbeing Reviews
- Multi-Agency Planning

The school will always seek to understand the underlying reasons for non-attendance and will work collaboratively with families to develop sustainable solutions.

Attendance Rewards and Recognition

Trust-Education Group Ltd promotes positive attendance through encouragement, recognition and celebration.

Staff recognise that many pupils have overcome significant barriers to engage with education and therefore individual progress is celebrated as well as high levels of attendance.

Recognition may include:

- Positive Verbal Praise
- Certificates
- Achievement Awards
- Positive Telephone Calls Home
- Letters To Parents And Carers
- Celebration Assemblies
- Individual Rewards
- Recognition During Review Meetings

Attendance recognition is inclusive and acknowledges improvement, resilience, perseverance and personal achievement rather than focusing solely on 100% attendance.

Information Sharing

Attendance information is shared lawfully and proportionately in accordance with statutory guidance and UK GDPR.

Information may be shared with:

- Parents And Carers
- Commissioning Local Authorities
- Base Schools
- Children's Social Care
- Virtual School Heads
- Health Professionals
- Alternative Provision Providers
- Police Where Appropriate
- Department For Education
- Ofsted

Information sharing supports safeguarding, educational planning and statutory responsibilities.

All attendance information is recorded securely within Bromcom and safeguarding information is maintained on CPOMS.

Data Protection

Attendance information forms part of a pupil's educational record.

Trust-Education Group Ltd processes attendance information in accordance with:

- UK General Data Protection Regulation
- Data Protection Act 2018
- Department For Education Guidance

Attendance records are stored securely within Bromcom and access is restricted to authorised staff.

Information is retained and disposed of in accordance with the school's Records Management and Data Protection Policies.

Equality, Inclusion and SEND

Trust-Education Group Ltd is committed to promoting equality of opportunity and ensuring that attendance procedures do not disadvantage pupils with protected characteristics or additional needs.

When considering attendance concerns, the school will take account of:

- Special Educational Needs And Disabilities

- Education, Health And Care Plans
- Medical Needs
- Mental Health
- Disability
- Neurodiversity
- Family Circumstances
- Social Care Involvement
- Cultural And Religious Needs

Reasonable adjustments will be considered where appropriate to support pupils in accessing education successfully while maintaining high expectations for attendance.

Attendance interventions will always be personalised and proportionate to the individual circumstances of the pupil.

Legal Intervention

Trust-Education Group Ltd is committed to improving attendance through early identification, positive relationships and supportive intervention. Legal action will always be regarded as a last resort and will only be considered where all appropriate support has been offered and there has been insufficient improvement.

The school will work closely with commissioning local authorities, parents, carers and partner agencies to promote regular attendance and remove barriers to education before formal enforcement is considered.

Where attendance remains a significant concern despite intervention, the school may request that the commissioning local authority considers appropriate legal action in accordance with current legislation.

This may include:

- Attendance Contracts
- Education Supervision Orders
- Penalty Notices
- Prosecution Under Section 444 Of The Education Act 1996
- Other Statutory Attendance Enforcement Measures

The school will provide accurate attendance records from Bromcom, evidence of interventions, attendance plans and records of communication to support any statutory processes.

Attendance Meetings

Attendance meetings are arranged whenever attendance falls below expected levels or concerns emerge regarding a pupil's engagement.

Meetings provide an opportunity to work collaboratively with pupils, parents, carers and professionals to identify barriers and agree appropriate support.

Attendance meetings may include:

- The Pupil
- Parents Or Carers
- Attendance Officer
- Co-Headteachers
- Designated Safeguarding Leads
- Commissioning Local Authority Representatives
- Base School Representatives
- Social Workers
- Early Help Professionals
- Health Professionals
- Other Relevant Agencies

Meetings focus upon understanding individual circumstances, reviewing attendance information, identifying strengths, agreeing supportive strategies and setting achievable attendance targets.

Minutes and agreed actions are recorded and securely stored.

Attendance Action Plans

Where attendance concerns continue, an Attendance Action Plan will be implemented alongside the Individual Attendance Plan.

Each plan will include:

- Current Attendance Percentage
- Attendance Targets
- Identified Barriers
- Safeguarding Considerations
- Support Strategies
- Named Professionals
- Review Dates

- Success Measures

Attendance plans are reviewed regularly and amended where necessary to ensure they remain responsive to the pupil's changing needs.

Quality Assurance

Trust-Education Group Ltd maintains robust quality assurance processes to ensure attendance procedures are implemented consistently across the school.

Senior leaders regularly evaluate:

- Accuracy Of Attendance Registers
- Use Of Department For Education Attendance Codes
- Bromcom Data Accuracy
- Timeliness Of First-Day Contact
- Quality Of Attendance Records
- Safeguarding Responses
- Attendance Interventions
- Home Visit Records
- Multi-Agency Working
- Communication With Parents
- Communication With Commissioning Local Authorities
- Communication With Base Schools

Attendance audits are completed regularly and inform the school's wider self-evaluation and improvement planning.

Staff Training

All staff receive attendance training as part of their induction programme and through regular continuing professional development.

Training ensures staff understand their statutory responsibilities and the importance of attendance as part of safeguarding practice.

Training includes:

- Keeping Children Safe In Education 2026
- Working Together To Improve School Attendance
- Children Missing Education
- Education (Pupil Registration) Regulations

- Department For Education Attendance Codes
- Using Bromcom MIS
- Using CPOMS
- Safeguarding Linked To Attendance
- Professional Curiosity
- Information Sharing
- Early Identification Of Attendance Concerns
- Supporting Emotionally Based School Avoidance
- Working With Parents And Carers

Refresher training is provided whenever statutory guidance or legislation changes.

Monitoring and Evaluation

Attendance is monitored continuously to ensure that procedures remain effective and compliant with statutory requirements.

Senior leaders evaluate:

- Whole School Attendance
- Persistent Absence
- Severe Absence
- Attendance Of Vulnerable Groups
- Attendance Of Pupils With EHCPs
- Attendance Of Looked After Children
- Attendance Of Pupils Supported By Social Care
- Attendance Trends
- Impact Of Attendance Interventions
- Quality Of Multi-Agency Working

Findings contribute directly to the School Development Plan, Safeguarding Audit and Self-Evaluation Framework.

Monitoring and Evaluation

Attendance is monitored continuously to ensure that procedures remain effective and compliant with statutory requirements.

Senior leaders evaluate:

- **Whole School Attendance**

- **Persistent Absence**
- **Severe Absence**
- **Attendance Of Vulnerable Groups**
- **Attendance Of Pupils With EHCPs**
- **Attendance Of Looked After Children**
- **Attendance Of Pupils Supported By Social Care**
- **Attendance Trends**
- **Impact Of Attendance Interventions**
- **Quality Of Multi-Agency Working**

Findings contribute directly to the School Development Plan, Safeguarding Audit and Self-Evaluation Framework.

Policy Review

This policy applies for the **2026–2027 academic year**.

It will be reviewed annually or sooner where there are changes to legislation, statutory guidance or Department for Education requirements.

The review will consider:

- Attendance Data
- Bromcom Reports
- Safeguarding Audits
- Feedback From Pupils
- Feedback From Parents And Carers
- Feedback From Staff
- Feedback From Commissioning Local Authorities
- Ofsted Inspection Findings
- Changes To National Guidance

The Co-Headteachers are responsible for ensuring the policy remains current and reflects best practice.

Related Policies

This policy should be read alongside the following Trust-Education Group Ltd policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy

- Suspension and Exclusion Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils With Medical Conditions Policy
- Mental Health and Wellbeing Policy
- First Aid Policy
- Health and Safety Policy
- Data Protection Policy
- Records Management Policy
- Complaints Policy
- Whistleblowing Policy
- Equality Information and Objectives Policy
- Alternative Provision Policy
- Educational Visits Policy

Conclusion

Trust-Education Group Ltd believes that excellent attendance is achieved through a culture of high expectations, positive relationships and effective safeguarding. We are committed to creating an environment in which every pupil feels safe, valued and motivated to attend school, recognising that regular attendance is fundamental to educational success, personal development and future opportunities.

Using the Bromcom Management Information System (MIS), attendance is monitored accurately and rigorously to ensure that concerns are identified promptly and acted upon without delay. Attendance information is considered alongside safeguarding records held on CPOMS, enabling staff to build a comprehensive understanding of each pupil's needs and to implement timely, appropriate interventions.

Through close partnership working with parents, carers, commissioning local authorities, base schools and external professionals, the school seeks to remove barriers to attendance and provide personalised support that reflects the individual circumstances of every pupil.

Trust-Education Group Ltd is committed to ensuring that no pupil becomes invisible through poor attendance. By embedding attendance within our safeguarding culture and maintaining a therapeutic, child-centred approach, we will continue to promote regular attendance, improve outcomes and enable every pupil to thrive both academically and personally.

Policy Lead	Melissa Wainman Proprietor
Date:	1st September 2026
Policy Review Date:	1st September 2027
Version:	1
Approval:	Matthew Embly Chair of Governing Body

TRUST EDUCATION GROUP

