



The Seeds of Change

Attendance Policy 2025–2026

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1. Vision and Aims

The Seeds of Change (TSOC) is committed to supporting young people and their referring organisations in meeting their attendance obligations by:

- Promoting good attendance and reducing persistent absence
- Supporting every young person to access their full entitlement to education
- Acting early to address any emerging patterns of non-attendance

We work closely with referring bodies to help parents and carers meet their legal duty to ensure regular attendance of children of compulsory school age, and we promote punctuality and engagement in all sessions.

1.1 Our Aims

- Identify safeguarding concerns linked to non-attendance at the earliest opportunity
- Raise achievement by ensuring the highest possible levels of attendance, punctuality, and participation
- Establish clear expectations and boundaries to prepare young people for further education, employment, and adulthood

1.2 Objectives

- Maintain accurate and timely attendance records
 - Inform schools and referring bodies promptly about attendance or punctuality concerns
 - Identify and address causes of non-attendance early
 - Improve attendance rates among individuals and groups
 - Support greater engagement, participation, and progression
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2. Roles and Responsibilities

The Seeds of Change operates as an Alternative Provision, offering young people the opportunity to engage in Equine Facilitated Learning and related programmes. We primarily support learners experiencing social, emotional, or mental health (SEMH) challenges.

Young people attending TSoC may include those who are:

- On short-term placement with the aim of reintegration into their home school
- On fixed-term exclusion with a view to returning to their home school
- Permanently excluded and awaiting a new school placement
- In receipt of tuition due to medical needs
- Accessing alternative provision placements
- Awaiting assessment for an Education, Health and Care Plan (EHCP)

Many of our learners have a history of poor attendance, exclusion, or disengagement. TSoC recognises its vital role in supporting young people to rebuild positive attendance habits and remove barriers to participation.

2.1 Head of Centre / Head of Education

- Implement and oversee the Attendance Policy
- Monitor, review, and analyse attendance data and trends
- Review the Attendance Policy annually
- Support Coaches in managing issues of non-attendance
- Liaise promptly with schools and referring bodies to address attendance concerns

2.2 Coaches

- Model punctuality and positive attendance behaviours
- Promote attendance as a priority and praise learners for being on time
- Take prompt action where learners are absent or late without explanation, in line with the Non-Attendance Protocol (referring body contacted within 10 minutes)
- Maintain accurate attendance registers
- Complete session notes and submit attendance data to the referring body by the end of each day
- Inform the Head of Centre or Designated Safeguarding Lead (DSL) of any concerning absences
- Ensure unexplained absences are communicated immediately to the referring body

2.3 Young People

- Arrive on time for all sessions

- Inform their Coach if experiencing any issues that may affect attendance
 - Discuss barriers to attendance openly with their Coach
 - Where applicable (e.g. City & Guilds programmes), maintain consistent attendance as part of their qualification requirements
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3. Recording Attendance

By law, all schools and Alternative Provision settings must keep an attendance register, and all enrolled young people must be included on it.

Attendance is recorded at the start of each session. For full-day placements, attendance will be taken at:

- Morning Session: 9:30 a.m.
- Afternoon Session: 12:30 p.m.

Coaches will record attendance using the following categories:

- Attending
- Not Attending
- Illness
- Other Reason (as indicated by attendance codes)

When a young person is absent, the Coach must follow the TSoC Non-Attendance Protocol (see Appendix 1), apply the correct attendance code, and provide a brief explanatory comment in the register.

3.1 Following Up Absence

TSoC will follow up on all absences to:

- Establish the reason for absence
 - Take appropriate safeguarding action where necessary
 - Determine whether the absence is authorised or unauthorised
 - Record the correct attendance code
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3.2 Reporting Attendance to Referring Bodies

It is the Coach's responsibility to contact the referring body (using the named contact on the Referral Form) within 10 minutes of a learner's non-attendance. The Head of Centre must also be informed, and the absence recorded in the session notes sent to the referrer.

TSoC treats every unreported absence as a potential safeguarding concern.

If direct contact cannot be made with the referrer:

- A member of the Safeguarding Team (DSL or DDSL) will attempt to reach the named DSL or attendance officer.
- If contact is unsuccessful, TSoC will phone the learner's emergency contact to confirm their whereabouts.
- All communication attempts will be recorded, and the referring organisation informed of outcomes.

If the learner's whereabouts cannot be confirmed after these steps, TSoC may inform the police that a young person expected on-site has not arrived. Referring bodies will be notified before and after such action.

For learners who attend as planned, Coaches will send session notes to the referring body's named Key Worker as dated evidence of attendance and session outcomes.

3.3 Recording and Monitoring Attendance

TSoC will retain attendance records only for as long as necessary to:

- Analyse attendance patterns and trends
- Inform training and development
- Identify barriers to access and engagement

All attendance data will be handled in accordance with data protection and safeguarding regulations.

Appendix 1: Recording and Reporting Attendance and Absence Procedure

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This procedure outlines the steps for accurately recording and reporting attendance at The Seeds of Change.

When a young person arrives for their session:

- Open the correct register in Google Docs and mark their attendance using the appropriate code.
- If late, record their arrival time and note this in the comments field.

When a young person does not arrive:

The Coach must:

1. Inform the Head of Centre within 10 minutes of the learner's non-arrival.
2. Using the Referral Form or Key Contact Information Sheet, contact the named contact (DSL or attendance officer).
3. Report the non-attendance verbally and confirm by email, copying in the Head of Centre and DSL.

4. Record the reason provided by the referring body in the register.
 5. Escalate safeguarding concerns to the DSL immediately, where appropriate.
 6. Report repeated non-attendance (more than two instances) to the Head of Centre and DSL — a *Cause for Concern Form* may be required.
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Attendance Codes Key

Code Meaning

1 Attended

WFH Working from Home

NA Non-Attended

BW Bad Weather

TTD Teacher Training Day

E Exam

MD Moved Day

SC School Closure

S Sickness

V Virtual Session

RHINO Registered in Name Only

Approved by: Rebecca Perrin

Position: Head of Centre

Date: 01/09/2025