

Attendance & Missing Education Procedures

Purpose

This procedure outlines how The Seeds of Change monitors attendance and responds to absence to:

- Safeguard all young people
- Identify and respond quickly to unexplained absence
- Prevent children becoming missing from education (CME)
- Meet Local Authority and statutory expectations

Scope

This procedure applies to:

- All staff, including EFL coaches, DSLs, and administration staff
- All young people registered for sessions

Key Principles

- Attendance is a **safeguarding priority**
- All absences must be **accounted for on the same day**
- Prompt action will be taken where a young person is absent without explanation
- Patterns of absence will be monitored and addressed

Attendance Recording

- Attendance must be recorded for **every session**
- Registers must include:
 - Present
 - Authorised absence
 - Unauthorised absence
 - Late arrival / early collection
- Registers must be:
 - Completed **at the start of each session**
 - Stored securely in your central system (e.g. SharePoint/log system)

Reporting Absence

Parents/carers and referring schools/LA must:

- Inform The Seeds of Change **before the session starts** where possible
- Provide a reason for absence

Staff must:

- Record the reason provided
- Challenge unclear or vague explanations where necessary

First-Day Response (Unexplained Absence)

If a young person does not attend and no reason is given:

1. **Immediate check of records** (medical appointments, known issues)
2. **Contact parent/carer** (phone call first)
3. If no response, attempt:
 - Additional calls
 - Email/text
4. Inform referring school/LA where required

All contact attempts must be recorded.

Escalation for Concern

Absence becomes a safeguarding concern when:

- A young person cannot be located
- There are known vulnerabilities (SEMH, ASD, safeguarding history)
- There is a sudden change in attendance pattern

In these cases:

- The **DSL must be informed immediately**
- Consider:
 - Welfare checks
 - Contact with social worker
 - Referral to Local Authority CME team
 - Police (if risk is significant or immediate)

Children Missing Education (CME)

A young person may be considered at risk of CME where:

- They fail to attend repeatedly without explanation
- Contact cannot be established with family
- They disengage from provision entirely

The Seeds of Change will:

- Share concerns with:
 - Referring school
 - Local Authority CME Officer
- Provide:
 - Attendance records
 - Contact logs
 - Safeguarding history (where appropriate)

Ongoing Monitoring

- Attendance is reviewed **weekly**
- Patterns of concern include:
 - Persistent absence
 - Regular lateness
 - Avoidance of specific sessions

Where concerns arise:

- A review meeting may be held with:
 - Parents/carers
 - School/LA
 - Key staff
- Support strategies will be implemented (e.g. reduced timetable, gradual reintegration)

Recording & Documentation

All attendance and absence records must:

- Be **accurate and up to date**
- Include:
 - Dates and times of absence
 - Reasons given
 - Actions taken
- Be stored securely in line with GDPR

Roles & Responsibilities

All Staff

- Take accurate registers
- Report concerns immediately

DSL

- Oversee attendance concerns linked to safeguarding
- Lead escalation decisions

Management

- Monitor attendance data
- Liaise with Local Authorities

Links to Other Policies

This procedure should be read alongside:

- Safeguarding & Child Protection Policy
- Behaviour Policy
- Missing Persons / Absconding Procedure (if separate)
- Health & Safety Policy

Monitoring & Review

- Reviewed annually or following safeguarding concerns
- Overseen by the **Designated Safeguarding Lead and Head of Centre**



Version Number:	v1
Approved By:	Rebecca Perrin – Head of Centre
Approved Date:	1 st June 2026
Next Review Due Date:	31 st July 2027