



Attendance Statement

We recognise that the children & young people (CYP) who access our service have barriers attending traditional education environments & that Government legislation has put pressure on them & their caregivers to attend.

The Organisation is required by law keep an admissions' register & have a policy on attendance. We record & monitor attendance from a safeguarding point of view & to generate accurate invoices.

- ✓ **Senior staff** will work with our clients & CYP to ensure the organisation offers the right sessions, at the right time, online or face-to-face & if necessary, facilitate or provide transport so the CYP can attend his/her/their sessions
- ✓ **Parent/carer** is kindly requested to notify the office as soon as possible by phone 01252 514999 or email if their young person cannot attend a session for whatever reason.
- ✓ **Parent/carer** to ideally provide two names & telephone numbers of safe adults for staff to contact in an emergency or if the CYP is late for their session.
- ✓ **Steve Mitchell**, (or delegated member of staff) will
 - Create a Student Profile which lists the full name, address & date of birth of the CYP & the contact details of their parent/carer.
 - complete & hold the attendance register, which includes the full name of the CYP & their attendance – attended, late or absent.
 - make every effort to contact the CYP's parent/carer if they are late by 20mins for their session & this was not expected.
- ✓ Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. **Julie Pickering** will ensure retention & safe disposal of those records in line with the Organisation's *Data Protection & GDPR Policy & Procedures*
- ✓ **All staff** have responsibility to keep the personal details we hold & admission records safe & accurate in line with the Organisation's *Data Protection & GDPR Policy & Procedures*
- ✓ If a CYP is struggling to attend sessions at the allotted time or at all, **Mark Pickering**, will work with the CYP, their parent/carer & key professionals, if necessary, to make any adjustments to the provision to better meet the CYP's need.