ATTENDANCE AND ENGAGEMENT

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Version 1 Nov 25	New Policy
Version 2 Sep 26	Updated statutory references; strengthened attendance monitoring, safeguarding and information-sharing guidance in line with KCSiE 2026.

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1. INTRODUCTION

Overworld AMP Limited ("the Provision") understands that every young person in their care has a unique story and may have experienced barriers to attending traditional education.

The Provision's approach balances the importance of consistent attendance with the need for flexibility, empathy, and responsiveness to individual circumstances.

Meaningful attendance depends on safety, trust, and belonging, therefore, we will always prioritise relationships and collaboration over compliance. The Provision works with young people, their families, and partner professionals to identify and remove barriers early, making reasonable adjustments to ensure that no learner is disadvantaged.

While the Provision's goal is to support every young person to engage in all agreed sessions, whether in person or online, the Provision recognises that there will be times when attendance needs to be adapted to support regulation, recovery, or wellbeing.

The Provision also recognises that repeated, prolonged or unexplained absence may indicate that a young person requires additional support or may be at risk of abuse, neglect, exploitation or other safeguarding concerns. Attendance information is therefore monitored primarily as part of the Provision's wider safeguarding responsibilities.

2. SCOPE

2.1 This policy applies to:

2.1.1 All young people attending the Provision

2.1.2 Parents, carers, and guardians of students

2.1.3 All staff responsible for recording, supporting, or monitoring attendance.

2.2 It covers:

2.2.1 Attendance at in-person sessions at the Provision

2.2.2 Attendance and participation in online, hybrid and off-site sessions;

2.2.3 Communication between the Provision, families, commissioners, and partner professionals about attendance;

2.2.4 Recording, monitoring, and reporting attendance for safeguarding, educational, and contractual purposes.

3. LEGAL FRAMEWORK AND GUIDANCE

The Provision works in line with relevant legal duties and best practice to ensure young people access suitable education and support. This policy is informed by and complies with:

- Education Act 1996
- School attendance: guidance for schools (DfE, September 2024)
- DfE Voluntary National Standards for Non-School Alternative Provision (2025)
- Children Act 1989 and 2004
- Children and Families Act 2014
- Equality Act 2010
- SEND Code of Practice (2015)

- Working Together to Safeguard Children (2026)
- Keeping Children Safe in Education (2026)
- Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025 ("data protection laws")

This policy should be read alongside the following policies:

- Safeguarding
- Young Person Protection
- Alternative Provision Admissions, Guidance and Support
- Equality, Diversity and Inclusion
- Positive Interactions
- Online Safety

4. AIMS

The aims of this policy are to:

4.1 Facilitate regular engagement, in person or online, to support wellbeing, progression towards personal goals, and Education, Health and Care Plan (EHCP) outcomes where applicable;

4.2 work collaboratively with young people, families, and professionals to remove barriers to attendance at the earliest opportunity;

4.3 provide a safe, welcoming environment where all feel valued and able to participate;

4.4 make reasonable adjustments where appropriate so that no young person is disadvantaged in accessing education;

4.5 ensure attendance information contributes to effective safeguarding, early intervention and educational planning;

4.6 communicate openly about attendance recording and reporting so that families understand how information is used and why;

4.7 ensure compliance with all statutory and regulatory and contractual duties relating to pupil registration, attendance recording, and reporting.

5. ROLES AND RESPONSIBILITIES

5.1 **The CEO** has overall responsibility for ensuring that attendance across the whole Provision is recorded, monitored, and supported in line with safeguarding, data protection, and contractual obligations.

5.2 **The Senior Leadership Team** will:

- Review attendance data each half-term (or more frequently if concerns arise) to identify patterns, barriers, and next steps.
- Monitor attendance for safeguarding and welfare, identifying and escalating concerns promptly.
- Work collaboratively with families, commissioners, partner schools and other professionals to remove barriers to attendance and engagement wherever possible.
- Maintain accurate attendance records for all agreed sessions delivered by the Provision.
- Use attendance information to inform early intervention, planning and multi-agency working where appropriate.

- Contact parents/carers if a young person is more than ten minutes late for their session, prioritising safeguarding.

5.3 **The Administration Hub** will:

- Maintain accurate attendance records for all agreed sessions delivered by the Provision.
- Ensure attendance information is recorded promptly and securely.
- Maintain accurate records of young people's contact details, emergency contacts, commissioners and placement information.
- Share attendance information with commissioners, partner schools or Local Authorities where required by placement agreements or safeguarding responsibilities.
- Retain attendance records securely in accordance with the Provision's Data Protection and Records Management policies.

5.4 **Provision Staff with direct contact** will:

- Foster safe, trusting relationships that promote attendance, engagement and a sense of belonging.
- Encourage young people to discuss barriers openly and seek solutions together.
- Log any safeguarding or attendance concerns using MyConcern.
- Offer an online session where a young person cannot attend in person, where appropriate.

5.5 **All staff** will:

- Contribute to the positive, welcoming environment
- Log any safeguarding concerns using MyConcern.
- Keep the personal details held by the Provision and admission records safe and accurate in line with the Organisation's Data Protection and GDPR Policy and Procedures

5.6 **Parent/carer must**

- Notify the office as soon as possible by phone 01252 514999 or email info@overworld-amp.uk if their young person cannot attend a session for whatever reason.
- Inform the Provision of any circumstances that may affect attendance or engagement.
- Provide at least two emergency contact details and ensure these remain up to date.
- Work collaboratively with the Provision and, where appropriate, commissioners or partner professionals to support their young person's attendance and engagement.

5.7 The Provision offers opportunities to **young people** on roll to:

- Collaborate with their assigned staff members in shaping their experience
- Form safe and trusting relationships, free from judgment in order they may feel able to address any concerns they have

6. ATTENDANCE REGISTER

6.1 The Provision maintains a daily attendance record for all young people accessing its services.

6.2 Where required by commissioning arrangements, attendance is also recorded using the Commissioner's specified platform, including Studybugs.

The following information is recorded, as appropriate:

- Full name
- Date of birth
- Attendance at each agreed session
- Reason for absence, where known
- Commissioner

6.3 Attendance records are completed accurately and promptly and are retained securely in accordance with the Provision's Data Protection Policy. Records may be shared with commissioners, partner organisations and regulatory bodies where required for safeguarding, contractual or regulatory purposes.

7. MONITORING AND REVIEWING ATTENDANCE

7.1 The Provision recognises that early intervention can help to resolve barriers to attendance and are committed to providing the best possible service to the young people in their care and to their clients.

7.2 Attendance is recorded and monitored primarily from a safeguarding perspective to meet the requirements of partnered schools and Local Authorities, as well as to ensure accurate invoicing.

7.3 Every half term, or more frequently where concerns arise, the SLT will review:

- Patterns of absence
- Patterns of lateness
- Frequency and timing of medical appointments
- Trends in reasons for absence or reduced engagement.

7.4 Where patterns are identified, the CEO (or delegate) will work with the young person, their parent/carer, and professionals (including LA staff if appropriate) to review and adapt provision. Adjustments may include:

- Modifying timetables or session frequency
- Introducing or increasing online learning
- Incorporating therapeutic, vocational or community-based activities
- Coordinating support with Commissioners and other professionals.

7.5 Persistent absence or disengagement will trigger a multi-agency review, ensuring that any attendance issues are addressed collaboratively and proportionately.

8. DATA MANAGEMENT AND CONFIDENTIALITY

8.1 All attendance data is processed in accordance with the Data Protection Act 2018 and UK GDPR.

8.2 Records are stored securely, accessed only by authorised staff, and shared only where necessary for safeguarding or contractual purposes.

8.3 Data protection legislation does not prevent the sharing of information where it is necessary to safeguard and promote the welfare of children.

9. MONITORING AND REVIEW

9.1 This policy will be reviewed annually, or sooner in response to changes in legislation, statutory guidance or operational practice, to ensure it remains effective, compliant and reflective of the Provision's approach. Feedback from young people, families, commissioners and staff will inform future reviews.