



NLT Attendance Policy

V1.0: written by Troy Shaw (Director) June 2022

Reviewed: July 2024 by Lydia Gibson

Reviewed: October 2024 Laura Jackson (Operations Manager) & Kath Carter (Business Manager)

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This policy outlines the importance of recording attendance at New Leaf Triangle and the process that all staff will follow to ensure accurate and timely recording; and the actions to take where students are absent.

This policy is in line with NLT's Booking and Cancellation Policy - which outlines the responsibilities on parents/carers and schools/LA to inform NLT of on the day or planned absences and the charging policy around cancelled sessions.

Reporting Absences

It is essential that NLT knows the whereabouts of the students they expect to have onsite. If a student is late, or does not arrive, and NLT is not advised of an absence, it becomes a Safeguarding concern and NLT must take immediate measures to follow up to ensure that student is safe.

All parents/carers and schools/LAs are made aware at the time of enrolment of their responsibility to report absences to NLT.

- All short notice or on the day absences should be reported by text or phone to the Operations Manager Laura Jackson on **07444 793717**.
- Planned future absences should be sent by email to the Business Manager Kath Carter kath@newleaftriangle.org.uk or the Operations Manager Laura Jackson laura@newleaftriangle.org.uk with as much notice as possible.

Recording Attendance

All students that attend New Leaf Triangle must be signed into the diary as they arrive at either site. Their attendance must also be logged on the attendance spreadsheet the same day against their expected attendance, noting any late arrivals or early finishes so that any trends or patterns can be reported as needed.

Staff Procedure when a student is late or absent

When a student fails to arrive at the planned start time, the allocated session leader MUST inform the onsite manager immediately. The manager will then take steps to contact the parent/carer and/or school/LA within 15 minutes of the expected arrival time, to advise of the late arrival and to find out if there is a known reason for the delay.

The manager will make a judgement on if an acceptable response is received - for example the car broke down but they are on their way, or the child is poorly, but the school didn't pass on the information. This information will then be logged on the attendance records for that student so that any patterns can be monitored. Parents/carers and/or school/LA will be reminded of their responsibility to keep NLT informed.

Where a suitable response is NOT received - eg parents/carers cannot be contacted or if the school believes that they should have arrived by now, then the manager will raise the absence with the Designated Safeguarding Lead who will then take appropriate action to ascertain and ensure the safety of the student and according to NLT's Safeguarding Policy.

Legal Responsibilities

NLT takes its responsibilities around the safeguarding of its students very seriously. In the majority of cases, the legal responsibility for ensuring attendance and knowing the whereabouts of students rests with the school or LA, depending on if the student is on roll at a school or designated as EOTAS. However, NLT will ensure that it supports the school and LA to meet their requirements for attendance reporting, and will ensure compliance, where relevant with the Government Paper on *Children Missing Education*

https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf