



NLT Attendance Policy

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

Review Date: June 2024

This policy outlines how to report attendance at New Leaf Triangle. It outlines the responsibilities of New Leaf Triangle staff on reporting student daily attendance. The 'student' is defined as anyone who uses the New Leaf Triangle services, including education placements, social care placements, leisure sessions (such as archery and shooting), family camps, team building days and play schemes. The client may be an individual, parent, school, college, social care service, another charity, an outreach service, a private company, or the local authority.

It should be noted that our policy is based around our status as a not-for-profit, community interest company (CIC) with small margins and considerable overheads that apply even when students are not in attendance – eg the cost of maintaining the site, the medical, feeding and housing needs of our animals, and our staffing costs. We depend on continued income to remain viable.

Failure to attend (Parent/Guardian/Carer/School responsibility)

New Leaf Triangle understands that occasionally it may be necessary for parents/carers/schools to cancel planned sessions. Any known absence should be reported directly to Lorraine Squires-Shaw through the following methods:

- Telephone call: 07825 653170
- Text: 07825 653170
- Email: lorraine.squiresshaw@gmail.com

As a first option, parents/guardians/carers/school should try to contact via telephone to confirm the student will be absent from a planned session as early as possible. We ask for as much notice as possible before the start of the planned session so New Leaf Triangle does not have to raise concerns over a student's absence and ensuring that high level of safeguarding is maintained.

NLT Attendance reporting

All students that attend New Leaf Triangle should be logged on the attendance system app when they arrive for their session. It should also be noted in the diary. Any late arrival should be noted to enable trends in attendance to be monitored.

When a student fails to arrive at the planned start time for their session, the staff member allocated to that student MUST inform one of the coordinators or directors immediately that the student has not arrived. The coordinator/director will then either call or ask the session leader to call the parents/guardians/carers/school to inform them of the late arrival of the student. This late arrival should be recorded on the attendance system.

What should happen if a student does not arrive, and the parents/guardians/carers/school cannot be contacted?

If a student fails to attend by 15 minutes after the allotted time, and the parents/guardians/carers/school has not informed New Leaf Triangle, and the parents/guardians/carers/school cannot be reached by New Leaf Triangle, this must be raised with the Designated Safeguarding Lead who will take appropriate action to ascertain and ensure the safety of the child.