



SENSES Learning Hub

Attendance Policy

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Dawn Oughtibridge (Director)

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John Fox (Director)

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Any provision's education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the educational provision's staff should work in partnership to make education a success and to ensure that all children have full and equal access to all that the provision has to offer. As an alternative learning provision, we will encourage parents and carers to ensure that their child achieves maximum attendance and that any barriers that prevent this are identified and removed promptly. SENSES Learning Hub recognises that attendance is particularly important for pupils accessing alternative provision and that barriers to attendance may be linked to SEND, health, anxiety, safeguarding concerns, family circumstances, transport, previous experiences of education or other individual needs. Attendance concerns will therefore be approached in a supportive, child-centred and evidence-informed manner.

Parents/carers and the pupil's commissioning/on-roll school, where applicable, should work in partnership with SENSES Learning Hub to promote regular attendance. Where a pupil remains registered at another school, responsibility for the pupil's statutory school attendance record remains with the registered/on-roll school. SENSES Learning Hub will accurately record attendance at the sessions for which the pupil is expected to attend SENSES and will share attendance information promptly with the commissioning/on-roll school.

As parents/carers, it is their responsibility to ensure that their children arrive at the educational provision and return home safely. Senses Learning Hub will take the attendance register at the start of the first session of each school day and once during the second session. The attendance register will be maintained for each session that a pupil is expected to attend SENSES Learning Hub and will use the national attendance and absence codes where these apply. On each occasion they must record whether every pupil is:

Aims of this policy

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education possible in order to maximise learning.
- Enable pupils to progress smoothly, confidently and with continuity through our provision and report to students' on roll school.
- Make parents/carers aware of their legal responsibilities.
- Ensure attendance meets Government and Local Authority targets.
- Identify and address barriers to attendance at the earliest opportunity through a supportive, graduated and child-centred approach.
- Work collaboratively with pupils, parents/carers, commissioning/on-roll schools and other relevant professionals where attendance is a concern.

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- Ensure attendance information is accurate, timely and shared appropriately with the pupil's commissioning/on-roll school.
 - Recognise that improving attendance is closely linked to safeguarding, wellbeing, SEND, inclusion and access to suitable education.

The DfE's current attendance guidance places emphasis on a support-first approach, early identification of barriers and effective partnership working with families and other agencies.

Expectations We expect all students will:

- Attend the provision every day they are expected to do so
- Attend the provision punctually
- Attend appropriately prepared for the day
- Report promptly to a member of staff any issues that may affect their attendance
- Work with staff and their parents/carers to identify and address barriers that may affect their attendance, where appropriate.

We expect that all parents and carers will:

- Ensure regular provision attendance and be aware of their legal responsibilities
- Ensure that their child arrives at the provision punctually and prepared for the school day
- Ensure that they contact the provision on each day of absence or if known in advance; whenever their child is unable to attend the provision.
- Contact the provision promptly whenever any problem occurs that may keep their child away from the provision.
- Notify the provision of any home circumstances that might affect the behaviour and learning of their child.
- Notify the provision immediately of any changes to contact details.
- Provide, where possible, a reason for any absence and engage with SENSES Learning Hub and the commissioning/on-roll school when attendance concerns arise.
- Work collaboratively with SENSES Learning Hub and the commissioning/on-roll school to identify and address barriers to attendance.

Parents/carers should not assume that providing a reason for absence means that an absence is automatically authorised. The appropriate attendance code will be determined in accordance with the national attendance coding requirements and, where applicable, by the pupil's registered/on-roll school.

What schools, parents/carers and students can expect that Senses Learning Hub will:

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any child or parent's concerns.
- Keep regular and accurate records of attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact a child's on roll school that their student has arrived at SENSES Learning hub on the agreed days.
- Contact parents and a child on roll school when a child fails to attend and where no message has been received to explain the absence.
- Where there is a pattern of absence, persistent absence or emerging risk of severe absence, work with the pupil, parents/carers and commissioning/on-roll school to identify
- Encourage good attendance and punctuality through a system of reward and recognition
- Regularly inform the students on roll school and parents of the % attendance of all pupils
- Make initial enquiries regarding pupils who are not attending regularly.
- Escalate safeguarding or welfare concerns where absence or non-attendance indicates that a pupil may be at risk of harm, missing education or otherwise requiring additional support.
- Share attendance information securely and appropriately, in accordance with data protection requirements and the information-sharing arrangements with the commissioning/on-roll school.

The current DfE attendance framework emphasises that attendance information should be used to understand individual circumstances and identify barriers, rather than attendance figures being considered in isolation.

Punctuality

Student punctuality is crucial as lateness causes disruption to pupil's learning and to that of the other pupils in the provision. It is therefore paramount therefore that all pupils arrive at SENSES Learning Hub on time. For students in the provision the doors are open from 8.45 am until 9.00 am, at 9:00am the morning session starts. The afternoon session starts at 12:00pm.

In dealing with late arrivals to the provision:

Staff will sign in late students.

Students arriving between 9.00am and 9.45am will be given an 'L' code with late minutes logged.



Students arriving after 9.45am will be given a 'U' code with late minutes logged.

Attendance codes must be applied in accordance with the current DfE national attendance coding requirements. The use of an attendance code must reflect the circumstances of the session and must not be used simply as a disciplinary measure.

Where the register has closed, the appropriate national code will be used. The current national coding framework should always be consulted rather than relying on historic locally-created codes.

Persistent lateness by a student will be dealt with by the Directors and the students home school.

Students' attendance and punctuality will be recorded on their report and will be passed on to their home schools as necessary.

Where persistent lateness is identified, SENSES Learning Hub will seek to understand the underlying reason for the lateness and, where appropriate, work with the pupil, parents/carers and commissioning/on-roll school to identify reasonable and practical solutions.

Students leaving during provision's hours

During school hours provision staff are legally responsible for the safeguarding and welfare of pupils in their care and therefore must know where the pupils are during the school day:

- Pupils are not allowed to leave the premises without prior permission from the provision, parents/carers and the home school when appropriate.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents/carers are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the premises and be signed back in on their return.
- If a pupil leaves the site without permission their parents/carers and the child's on roll school will be contacted. Where there is an immediate concern for the pupil's safety or welfare, SENSES Learning Hub will contact the police or other emergency services as appropriate.
- Where a pupil leaves without authorisation, the incident will be recorded and considered in accordance with SENSES Learning Hub's safeguarding, behaviour and risk-management procedures.
- Where appropriate, the pupil's individual risk assessment and/or support plan will be reviewed following an incident.



Attendance Codes

SENSES Learning Hub will use the current national attendance and absence codes rather than the historic local codes previously contained within this policy. The national coding framework has applied from August 2024.

Examples of relevant codes include:

'/' - Present during the morning session

'L' - Late but arrived before the register closed

'U' - Unauthorised attendance

'I' - Unable to attend because of sickness

'M' - Medical or dental appointment

'H' - Absent without leave for the purpose of a holiday

'Y' codes - Unable to attend due to specified exceptional circumstances, where applicable.

The full national attendance coding guidance will be followed and codes will be updated whenever the DfE makes changes to the national coding system.

Children who abscond

We actively work to provide a secure, safe environment, a provision where children want to come to enjoy learning with others as part of a caring community. We recognise that it is highly unlikely that a child will try to abscond from our setting but these procedures are in place to ensure we are ready to deal with this eventuality should it occur.

To abscond is to 'leave without permission'

Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, SENSES Learning Hub recognises its duty of care towards pupils in its care. The provision will take all reasonable and proportionate steps to safeguard pupils while they are attending the provision and during provision-led activities.

At our provision, the door is alarmed, so we know if someone leaves the building.

Should a student arrive at SENSES Learning Hub, but is found to be absent from the provision without authorisation the procedure is as follows:

- Staff member to inform all other staff.
- Director to organise a search of the building and known places that the student may have gone to.
- If the student is not found then all available staff to complete a more thorough sweep of the provision and the grounds.
- Staff to phone the police when a thorough search has been done, if the student is not found.
- Staff to contact parents/carers and the commissioning school to inform them of the situation. Every attempt to make contact with parents to be recorded.
- The search will be extended beyond the provisions building and grounds if the student is not found on the premises.
- Any staff who leave the provision will take a mobile phone.
- Once the student has been found, parents/carers and the commissioning school will be contacted.
- A written report will be made.
- Upon their return to the provision, and when the student is calm, they will meet with the Directors so that the reasons for absconding may be discussed in detail. At this point a decision will be made as to the appropriateness of further actions.
- The incident will be reviewed to determine whether additional safeguarding measures, risk assessment, supervision arrangements or support are required.

Pupils who abscond from SENSES Learning Hub, but remain on the grounds of the provision.

In these circumstances, staff will not pursue a student or force them back into the building.

Staff will use their judgement, knowledge of the student and assessment of the students safety in deciding what to do.

The demeanour of the student will need to be taken into account. If the student is upset or angry, care should be taken in approaching them.

In all cases, staff should not place themselves in situations of potential danger of injury.

Staff should maintain appropriate observation and communication where this can be achieved safely and should seek to de-escalate the situation rather than use unnecessary physical intervention. Any physical intervention must be managed in accordance with SENSES Learning Hub's relevant behaviour and restrictive-intervention procedures.

Students who return to SENSES Learning Hub after absconding the provision

Students who abscond will do so as a result of a specific incident which may have taken place at school, at home, at SENSES Learning Hub or on the way to the provision.

For those who return to the provision either by their own choice, with parental support or following intervention by a member of staff, thought should be given to their welfare. They are likely to be in need of support, understanding and perhaps some time apart from their peers.

Where a student attempts or is seen to be leaving the premises without authorisation, the following procedure will be followed:

- A member of staff will alert the Directors.
- A member of staff who knows the student well and has a good relationship with them, will try to persuade the student to stay on the premises, as active pursuit may encourage a student to leave the site and may also cause panic, possibly putting themselves at risk. Staff will not chase but will try to keep the student in sight at a distance.
- The Directors may request additional staff to join the search in a vehicle, taking a mobile phone to keep in contact.
- SENSES Learning Hub will contact the student's parents/carers. The call or attempted calls will be recorded.
- A staff member of SENSES Learning Hub will call the police to log the incident where appropriate, taking into account the immediate risk to the pupil and the circumstances of the incident. Where there is an immediate risk to life or serious harm, emergency services will be contacted without delay.
- The commissioning school will be informed of the current situation.
- If the searching staff member loses sight of the student, they must contact SENSES Learning Hub giving details of their location and the clothes that the student is wearing.
- If the student has left the immediate vicinity of the grounds and is no longer visible then the Directors will make a decision as to how to take matters further.
- If the student returns of their own volition, parents/carers, the police and the commissioning school will be informed.
- Upon their return, and when the student is calm, they will meet with the Directors so that the reasons for absconding may be discussed in detail. At this point a decision will be made as to the appropriateness of further actions.
- Following an incident, SENSES Learning Hub will consider whether the pupil's individual risk assessment, behaviour support plan, safeguarding arrangements or attendance support require review.

Parents and Carers



Parents and carers of students are responsible for supporting the work of SENSES Learning Hub and encouraging their children to keep to all procedures and policies.

Once SENSES Learning Hub has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the provision with subsequent procedures and actions. This could include coming in to help secure the safety of their child as well as meeting with the Directors in order to agree to subsequent actions.

Parents/carers are expected to work constructively with SENSES Learning Hub and the commissioning/on-roll school following any attendance, absence or absconding concern. The purpose of this partnership will be to understand the circumstances, safeguard the pupil and identify appropriate support to improve future attendance and engagement.

Where a pupil is persistently or severely absent, or is at risk of becoming so, SENSES Learning Hub will work with the commissioning/on-roll school to identify barriers and agree appropriate support.

Where concerns indicate that a child may be missing from education or otherwise at risk, information will be shared with the commissioning/on-roll school and/or relevant local authority services in accordance with safeguarding and information-sharing requirements. The current Children Missing Education guidance applies to alternative provision settings and emphasises partnership working to identify and support children missing education.

Monitoring and Evaluation

Each incident will be monitored and evaluated. Individual risk assessments for students may be appropriate.

Attendance data will be monitored regularly to identify patterns of absence, persistent absence, severe absence, persistent lateness and other emerging concerns. Attendance information will be considered alongside the individual circumstances and needs of the pupil.

SENSES Learning Hub will work with commissioning/on-roll schools to review attendance information and identify appropriate actions where attendance is below expectations or where barriers to attendance have been identified.

Attendance concerns will be addressed through a graduated approach, with support and early intervention considered before escalation wherever appropriate.

Attendance records will be maintained accurately and securely, and attendance information will be shared with the pupil's commissioning/on-roll school in accordance with agreed arrangements and applicable data protection requirements.

This policy will be reviewed annually, or sooner where there are significant changes to legislation, statutory guidance or DfE attendance requirements.

Review Log

Review date	Completed by who
18.08.25	John Fox and Dawn Oughtibridge
11.08.26	John Fox and Dawn Oughtibridge