

Elevate-Ed Attendance Policy 2025–2026

Last Updated: September 2025

Next Review Due: September 2026

Reviewed by: Aaron Guy, Proprietor / DSL, Georgia Guy Director / QA

1. Purpose

This policy sets out how Elevate-Ed records, monitors, and reports attendance for learners placed in our provision. It ensures compliance with Norfolk County Council commissioning requirements, Keeping Children Safe in Education (2025), and Elevate-Ed's safeguarding duties.

2. Principles

- **Safeguarding first** – attendance is a safeguarding issue; unexplained absence is treated as a potential risk.
 - **Transparency** – attendance is logged daily and shared promptly with commissioners, parents/carers, and other relevant professionals.
 - **Consistency** – all learners are monitored in the same way, whether attending face-to-face, outdoors, or via remote sessions.
 - **Partnership** – attendance information is shared with schools/commissioners to support wider attendance improvement and statutory duties.
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3. Recording Attendance

- Attendance is recorded in **session summaries** for every learner.
- Registers mark:
 - **Present (P)** – learner engaged in planned session.
 - **Absent (A)** – learner did not attend and no reason provided.
 - **Authorised Absence (AA)** – agreed with school/commissioner in advance (e.g., illness, appointment).
 - **Late (L)** – learner arrived after agreed start time. Notes are logged.

- Session logs are retained as part of the learner's record and contribute to progress reviews and evaluations.
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4. Notification Procedures

- Attendance/non-attendance is notified to the **commissioning school/LA contact** within **30 minutes** of the learner's expected arrival.
 - Notification method: secure email or phone call, as agreed in the referral/admissions form.
 - If a learner does not arrive and their whereabouts are unknown:
 1. Elevate-Ed contacts the commissioner within 30 minutes.
 2. Elevate-Ed contacts the parent/carer.
 3. If risk is identified, Elevate-Ed escalates immediately to the school DSL (or social worker if open to Social Care).
 - Persistent lateness/absence is raised at the review meeting.
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5. Monitoring & Reporting

- **Weekly summaries** highlight attendance patterns for each learner.
 - **Termly reviews** feed into NCC Mid/End Placement Evaluation (Form 06).
 - Attendance data is shared with commissioners for PEP/EHCP reviews as required.
 - Elevate-Ed analyses attendance trends to identify barriers and inform support.
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6. Roles & Responsibilities

- **Proprietor/DSL (Aaron Guy)** – overall responsibility for attendance monitoring, notifications, and safeguarding escalations.
- **Commissioners (Schools/Local Authorities)** – remain responsible for overall attendance duties; Elevate-Ed provides timely, accurate reporting.
- **Parents/Carers** – must inform Elevate-Ed of learner absence before the session start time.

7. Related Policies & Documents

- Safeguarding Policy 2025–2026
 - Risk Assessment Policy 2025–2026
 - Behaviour & Relationships Policy 2025–2026
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Signed:

Aaron Guy - Proprietor / DSL

Georgia Guy - Director/QA

Date: September 2025