



Attendance Policy

This policy sets out how Productive Learning UK Ltd promotes, monitors and improves attendance for all learners placed with us. As an alternative education provision, we recognise that learners may have experienced barriers to successful engagement in education. Our approach is therefore supportive, inclusive and safeguarding-led, while maintaining high expectations for attendance, punctuality and participation.

Regular attendance is essential so that learners can access learning, build routines, develop positive relationships, receive pastoral and therapeutic support where appropriate, and make progress towards reintegration, transition, qualifications or agreed personalised outcomes.

This policy applies to all learners attending Productive Learning UK Ltd, including learners placed by schools, academies, local authorities or other commissioning bodies. It applies to full-time, part-time, short-term, intervention-based and bespoke timetables, including any approved off-site education, work-related learning or remote learning arrangements agreed as part of a learner's placement plan.

Legal and Statutory Framework

This policy has been written with regard to relevant legislation and statutory guidance for England, including the Education Act 1996, the Education (Pupil Registration) (England) Regulations, the Department for Education statutory guidance *Working together to improve school attendance*, statutory guidance on alternative provision, safeguarding guidance, and local authority attendance procedures.

Where learners remain on the roll of a commissioning school, the school retains overall responsibility for attendance recording, safeguarding oversight and statutory attendance duties. Productive Learning UK Ltd will provide accurate and timely attendance information to the commissioning school and, where applicable, the local authority.

Principles

- Attendance is everyone's responsibility and is closely connected to safeguarding, wellbeing, learning and achievement.
- Learners and families will be welcomed, listened to and supported to overcome barriers to attendance.
- Early identification and intervention will be used where attendance concerns arise.

- Absence will be followed up promptly, consistently and proportionately.
- Information will be shared with commissioning schools, parents/carers, social care, the local authority and other professionals when necessary and appropriate.
- Attendance procedures will be applied fairly, with reasonable adjustments made for learners with special educational needs, disabilities, medical needs, mental health needs or other vulnerabilities.

Roles and Responsibilities

- **Senior Leader Responsible for Attendance** - The senior leader responsible for attendance will lead attendance strategy, ensure procedures are consistently implemented, oversee attendance data, chair attendance reviews where required, liaise with commissioning schools and the local authority, and ensure attendance concerns are considered alongside safeguarding and pastoral information.
- **Administration Staff** - Attendance or administration staff will maintain accurate daily attendance records, complete first-day absence procedures, contact parents/carers and relevant professionals, record reasons for absence, and share attendance information with commissioning bodies according to agreed timescales.
- **Teaching and Mentoring Staff** - Staff will promote positive attendance through relationships, routines, engaging learning and timely communication. They will report attendance concerns, lateness patterns, disengagement or safeguarding worries to the designated attendance lead and designated safeguarding lead.
- **Parents and Carers** - Parents and carers are expected to ensure their child attends every agreed session on time, notify Productive Learning UK Ltd of absence as early as possible on each day of absence, provide reasons and evidence where requested, attend meetings, and work with professionals to remove barriers to attendance.
- **Learners** - Learners are expected to attend all agreed sessions, arrive on time, engage positively with their timetable, and speak to a trusted adult if they are experiencing difficulties that affect attendance or punctuality.

Attendance Registration and Coding

Registers will be taken at the start of each morning and afternoon session, or at the start of each agreed session where learners follow individual timetables. Attendance information will be recorded accurately and in line with current attendance code requirements via Studybugs. Where learners are dual registered or remain on the roll of a commissioning school, attendance information will be shared with the school so that the official register can be completed correctly.

Staff must never mark a learner present unless they have physically attended the provision or participated in an agreed, supervised and recorded approved activity.

Reporting Absence

Parents and carers must contact Productive Learning UK Ltd by 0900 hrs on each day of absence, giving the learner's name, reason for absence, expected return date and any relevant safeguarding or welfare information. If absence is due to illness, parents/carers may be asked to provide medical evidence where absence is frequent, prolonged or unclear.

If no contact is received, first-day absence procedures will begin promptly. This will include telephone calls, text messages, emails, contacting emergency contacts, contacting the commissioning school, and, where there are safeguarding concerns, requesting a welfare check or escalating to the relevant agency.

Punctuality

Learners are expected to arrive on time for all agreed sessions. Lateness will be recorded and monitored. Where a pattern of lateness develops, staff will speak with the learner and parent/carer to identify causes and agree support. Persistent lateness may be included in attendance review meetings and shared with the commissioning school or local authority.

Authorised and Unauthorised Absence

Absence may be authorised only where there is a valid reason and, where required, appropriate evidence. Examples may include illness, medical appointments, religious observance, exceptional family circumstances, or other reasons agreed by the commissioning school or local authority. Holidays during term time will not normally be authorised, unless agreement received from commissioning school.

Unauthorised absence includes absence without an acceptable reason, absence where no explanation is provided, failure to attend agreed provision, or absence not approved by the commissioning school or relevant statutory body. Productive Learning UK Ltd will report unauthorised absence promptly to the commissioning school and, where appropriate, the local authority.

Supporting Learners to Attend

Where attendance concerns arise, Productive Learning UK Ltd will seek to understand the underlying barriers and agree proportionate support. This may include mentoring, adjusted start times where appropriate, travel planning, restorative conversations, curriculum adjustments, family support, partnership meetings, referrals to external agencies, or a time-limited reintegration or transition plan.

Safeguarding and Children Missing Education

Absence from Productive Learning UK Ltd may indicate a safeguarding concern. Staff must remain alert to risks including neglect, exploitation, mental health crisis, family difficulties, homelessness, substance misuse, criminal exploitation, child sexual exploitation, domestic abuse, bullying, online harm and children missing education.

Attendance concerns will be shared with the designated safeguarding lead and recorded in line with safeguarding procedures.

Where a learner cannot be located, where contact cannot be made, or where there are immediate concerns for safety or welfare, Productive Learning UK Ltd will follow safeguarding procedures and escalate to the commissioning school, local authority, social care, police or emergency services as appropriate.

Persistent and Severe Absence

Attendance will be monitored to identify learners at risk of persistent or severe absence. Where attendance falls below expected levels, Productive Learning UK Ltd will hold an attendance review with the learner, parent/carer, commissioning school and relevant professionals. The review will identify barriers, agree actions, set timescales and clarify responsibilities.

If support is not effective, is not engaged with, or if absence creates safeguarding or statutory concerns, the matter may be escalated to the commissioning school, local authority attendance service or other appropriate services. Legal interventions remain the responsibility of the relevant statutory body, but Productive Learning UK Ltd will provide attendance information and professional input when requested.

Learners with SEND, Medical Needs or Mental Health Needs

Productive Learning UK Ltd will make reasonable adjustments for learners with special educational needs, disabilities, medical conditions or mental health needs. Attendance expectations will remain ambitious, but support will be personalised and informed by professional advice, education, health and care plans, risk assessments, medical plans, pastoral plans and input from parents/carers and the learner.

Data Monitoring and Reporting

Attendance data will be reviewed regularly by senior leaders to identify trends, individuals requiring support, vulnerable groups, patterns of absence, punctuality concerns and the impact of interventions. Reports will be shared with commissioners, schools, local authorities, proprietors or governance arrangements according to agreed requirements and data protection principles.

Information Sharing and Confidentiality

Attendance information will be processed in accordance with data protection law and Productive Learning UK Ltd's privacy notices. Information will be shared where necessary for education, safeguarding, welfare, statutory duties, placement monitoring or legal processes. Staff will share information on a need-to-know basis and will not delay safeguarding action where a learner may be at risk.

Policy Review

This policy will be reviewed at least annually, or sooner if there are changes to legislation, statutory guidance, local authority procedures, safeguarding requirements or the operating model of Productive Learning UK Ltd.

A handwritten signature in black ink, appearing to read 'N. Morris', is written over a horizontal line.

Nicholas Morris
Director – Productive Learning UK Limited