

# Rose Education Provision



## **Attendance Policy and Procedure**

**July 2026**

## Introduction

This policy outlines the importance of recording attendance at Rose Education Provision 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 Rose Education Provision Cancellation Policy - which outlines the responsibilities on parents/carers and schools/LA to inform us of on the day or planned absences and the charging policy around cancelled sessions.

## Reporting Absences

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

- If your child is ill please telephone the Head of School **before** the start of the school day of absence. You can call: **07435 679998**
- Requests for absence must be made to your child's school following the school's own procedure. In an emergency, parents are asked to telephone the Head of School for the site which their child attends prior to their start time preferably before 8.30am.

Students are not allowed to leave the site during the provision day, unless accompanied by a member of staff, for a trip or visit. The dates of which will have been notified to parents in advance.

## Recording Attendance

All students that attend Rose Education Provision must be signed into the diary as they arrive on 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.

Our staff will report the absence to the students' school. Our staff will make contact every day the student is due at the provision to check on your child's recovery. We will record the reason for the absence on the attendance register. We will always telephone home on the first day of any unexplained absence in order to make sure that your child is safe.

## Staff Procedure when a student is late or absent

When a student fails to arrive at the planned start time, staff must inform the Head of school immediately. The Head of school 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

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 Head of school 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 Safeguarding Policy.

### **Departure & Collection**

Students cannot depart from the session until the finish time and only with the express permission of the Head of School. Students will not be allowed to leave until a parent/guardian has collected them, or they are collected by their nominated transportation, or they have signed permission allowing them to leave on their own.

If a Student, identified as being collected, is subsequently not collected 15 minutes following the end of the session, these actions must be taken:

- The Head of School must make contact with the Student's parents/guardians and emergency contacts immediately in an attempt to resolve the problem
- If after 60 minutes and the Head of School has failed to make contact with the Students parents/guardians the Head of School will contact the Head of Safeguarding.
- The Head of Safeguarding will follow their own policy and keep in liaison with the Head of School.
- The Head of School must supervise the student at all times

### **Missing Student**

If a student has been registered into the session and then at some later point, leaves the session without having properly departed the session with the consent of the Head of School they will be classed as a 'Missing Student'.

- The Head of School must be notified and then instigate a thorough search of the school site in order to rule out the student being on-site but out of sight
- If the student remains unfound then the Head of School must make contact with the Student's parents/guardians and emergency contacts immediately. The Head of Safeguarding must also be notified at this stage.
- If, after one hour, confirmation from the student's parents/guardians, has not been received, with regards the student's location, the Head of School must in collaboration with parents/guardians, notify the police.
- An Incident Report Form must be completed (treating it as 'Major'; if the Student is found then the report will be downgraded to 'Minor'
- If, after 24 hours, confirmation from the student's parents/guardians, has not been received of the Students location the DSL will then make contact with LADO

Rose Education Provision 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.

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| Date:   | August 2026                     |              |           |
| Signed: | S.Curtis                        | Review Date: | July 2027 |

