



Crosspath Care Ltd

Crosspath Care Attendance Policy & Procedures

Responsible Person: Arran Taylor

Next Review Due: 21.04.27

Last Review: 21.04.26

Purpose

Crosspath Care is committed to promoting good attendance and reducing absence, including persistent absence. We aim to ensure that every pupil has access to the education and mentoring support to which they are entitled. Our team acts early to identify and address patterns of absence, working proactively to support engagement.

We support parents and carers in fulfilling their legal duty to ensure that children of compulsory school age attend regularly. We also promote and encourage punctuality in attending scheduled sessions.

Crosspath Care is dedicated to providing a full and efficient educational and mentoring experience to all pupils. We believe that consistent attendance is essential for pupils to benefit fully from our provision. We will organize and implement strategies to maximize attendance and promptly address any barriers that may impede full participation.

We place a high priority on communicating the importance of regular and punctual attendance to both parents and pupils. We recognize the vital role families play and strive to establish strong partnerships by providing regular updates on attendance and session engagement.

Where attendance issues arise, we will investigate and work collaboratively with local authorities, schools, parents, and pupils to resolve them efficiently and effectively.

Scope

This policy applies to all staff responsible for recording pupil attendance within the educational provision.

Statement of Values

Crosspath Care is committed to promoting inclusion, wellbeing, and equity in attendance monitoring. We recognize that regular attendance is essential to safeguarding and supporting positive outcomes for all learners.

Policy Accessibility

This policy is available in alternative formats upon request. Please contact the manager to request a copy in a different format.

Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

Responsibilities

- Staff: Ensure accurate and timely recording of attendance.
- Managers: Review attendance records regularly and initiate interventions.

Attendance Procedures

- Weekly attendance reports reviewed by managers.
- Pupils with attendance below 90% flagged for intervention.
- Individual attendance plans created for pupils with ongoing issues.

- QA team conducts monthly audits and recommends adjustments.
- Attendance discussed during staff meetings and pupil reviews.

Attendance Register

By law, all schools (except those where all pupils are boarders) are required to maintain an attendance register, and all pupils must be recorded on this register.

At Crosspath Care, the attendance register is taken at the start of every session. Each Young Person will be marked as one of the following:

- Present
- Absent
- Unable to attend due to exceptional circumstances

Crosspath Care records attendance daily and shares this information with the referring school or local authority (LA).

All entries in the attendance register are securely stored and will be retained for three years from the date of entry.

Recording Attendance

Staff must use the approved codes listed below and ensure appropriate comments are logged in the system.

Types of Absence

Absence is categorised as follows:

Authorised Absence

Illness

Medical appointments

Exceptional circumstances

Unauthorised Absence

Refusal to engage

No reason provided

Non-approved absence

Persistent and Severe Absence

Persistent absence is defined as attendance below 90%.

Severe absence is defined as attendance below 50%.

Where these thresholds are met:

Early intervention will be implemented

Attendance plans will be created

Multi-agency support may be considered

Attendance Codes

Code	Title	Usage Examples	Comment Example
/	Present AM	Present in morning session	8:30-12:00
\	Present PM	Present in afternoon session	12:00-16:30
C	Exceptional Leave	Funeral, social worker meeting, authorized holiday	XX attending funeral today.
M	Medical/Dental	Doctor, dentist, therapy	Doctor's appointment
R	Religious Observance	Religious festival	XX is absent due to X religious festival.

B	Approved Educational Activity	Transition days	XX transition day at XX school.
J1	Interview	School/college interview	Attending interview at X college
G	Holiday Not Granted	Holiday without approval	XX on holiday until xx/xx/xx
O	Unauthorized Absence	Refusal, transport issues, tiredness	XX mum called to say they couldn't wake XX up.
U	Late (after register closed)	Arrived more than 30 mins late	XX arrived 1 hour late
I	Illness	Cold, COVID, mental health	XX has a cold.
N	No Reason Provided	Awaiting contact, no response	VM left for Mum, no response.
E	Exclusion	Suspension	Suspension day X of X
Q	Lack of Access Arrangements	Awaiting transport	XX waiting for transport
V	Educational Visit	Staff-supervised trip	Museum visit with staff
Y1-Y7	Exceptional Circumstances	Transport failure, emergencies, school closure	Site closed due to flood
Z	Not on Roll	Provision not started or ended	Provision has ended

Reporting Absence

Unplanned Absence Notification and Illness Procedure

Parents, carers, or referring establishments must notify Crosspath Care on the first day of any unplanned absence.

Upon receiving notification, Crosspath Care will inform the referring school or local authority (LA), sharing the details provided by the parent, carer, or establishment.

Absences due to illness will generally be authorized. However, if Crosspath Care has genuine concerns about the authenticity of the illness, we will liaise with the referring school or LA. In such cases, the school or LA may request medical evidence, such as a doctor's note, prescription, appointment card, or other appropriate documentation.

Crosspath Care will not request medical evidence unnecessarily. If concerns remain and no satisfactory evidence is provided, the absence may be recorded as unauthorized.

For extended periods of absence due to medical reasons, the referring school or LA may seek permission from the parent/carer/establishment to contact the child's GP to clarify the nature of the illness or medical condition and to establish a possible return date.

If a pupil commissioned under the **IPES framework** does not attend a scheduled session, no prior explanation has been given, and Crosspath Care is unable to contact the parent/carer/student, this must be reported directly to the **local authority**.

If the pupil is commissioned via SEND, contact must be made with Vicki Andrews

Phone Number - 07467 733175

Email - Vicki.andrews@essex.gov.uk

If the pupil is commissioned by Education Access, contact must be made with Amy Taylor

Phone Number - 07385 556935

Email - Amy.taylor@essex.gov.uk

Medical or Dental Appointments

Missing registration due to a medical or dental appointment will be recorded as an **authorized absence**, provided that **advance notice** is given.

Parents and carers are encouraged to arrange medical and dental appointments **outside of session hours** wherever possible. If this is not feasible, pupils should aim to **miss as little of the session as possible**.

We ask that parents provide **as much notice as possible** for any appointments. Any appointment cards or documentation shared with Crosspath Care will be forwarded to the **referring school or local authority (LA)**.

Requests for other types of absence during term time must also be made **in advance** to the referring school or LA. For guidance on whether such absences can be authorized.

Lateness and Punctuality

When a pupil is persistently late to sessions, **Crosspath Care** will work closely with the parent or carer to explore the reasons and identify strategies to improve punctuality and overall attendance.

Authorized and unauthorized absence

Permission for any absence needs to be requested in writing from the referring school or LA by parent/ carer/establishment

Following Up Absence

Crosspath Care will follow up on any pupil absences to:

- Ascertain the reason for the absence
- Ensure appropriate safeguarding actions are taken if necessary
- Share relevant information with the **referring school or local authority (LA)**

This process helps determine whether the absence is authorized and ensures the correct attendance code is applied.

Unauthorized absences will be followed up by the referring school or LA in line with their procedures.

Safeguarding & Compliance

Attendance data is shared with Essex County Council as required under IPES. All attendance records are maintained securely and in line with GDPR.

Communication Protocols

- Parents/carers are contacted by phone or email for unexplained absences.
- Follow-up messages are sent using standardized templates.

Review and Updates

This policy will be reviewed annually or when changes to attendance regulations occur.

Related Policies

- Safeguarding Policy
- Complaints Policy
- Whistleblowing Policy
- Equality and Diversity Policy

Signed: Arran Taylor