

Remedicare Education Services**Attendance Policy****August 2025****Review: August 2026****Introduction**

The Provision is committed to supporting all our students in achieving their full potential. Regular attendance is essential for students to benefit from the personalised learning programs we offer. This policy outlines our expectations for student attendance and the procedures we follow to support good attendance habits.

Expected Attendance

- All students are expected to attend the Provision every scheduled session unless they are genuinely unwell or have a pre-authorised absence.
- Students should arrive on time for all sessions.

Reporting Absence

- Parents/Guardians must inform the Provision by phone or email on the first day of absence, explaining the reason for the absence.
- Where possible, parents/guardians should notify the provision in advance of any planned absences.

Monitoring Attendance

- The Provision will monitor student attendance closely.
- Parents/Guardians will be notified of any concerning attendance patterns.
- A meeting may be arranged between parents/guardians, the student, and relevant Provision staff to discuss any ongoing attendance issues and develop a support plan.

Unauthorised Absence

- Any absence not reported or unauthorised by the Provision will be considered unauthorised.
- The Provision may follow up with relevant authorities in cases of persistent unauthorised absence.

Supporting Attendance

- The Provision recognises that there may be underlying reasons for student absences.
- We are committed to working with students, parents/guardians, and external agencies to identify and address any barriers to attendance.
- The Provision may offer support such as:

- Individualised timetables to accommodate appointments or other commitments.
- Welfare checks to ensure student well-being.
- Assistance with transportation issues.

Steps taken by the provision for unknown absence:

1. If student is not present at pick up and provision unable to contact parents/carers to confirm reason for absence, Provision must inform appropriate professional body immediately - student's school (if dual registered), Local authority or Social Worker.
2. If contact made with parent/carer about student's absence, reason to be logged on attendance system.
3. In the case of non-authorized absence of a student for two consecutive days, provision will contact parent/carer to arrange Safeguarding home visit.
4. Home visit to take place on day 2 of unauthorised absence to obtain 'eyes on' student and outcome logged on safeguarding reporting system and attendance platform. If parent not available to facilitate this, home visit to take place at first available opportunity and all communication between parent and provision to be logged on Safeguarding and attendance platforms.
5. If student not seen by staff on day 2 of unauthorised absence, repeat visit to take place at next earliest opportunity. Relevant professional body to be informed (as in step 1).

Bespoke attendance plans to be created as required for individual students if/when deemed necessary.

Review

- This attendance policy will be reviewed annually and updated as necessary.

Contact Information

For any questions or concerns regarding this policy, please contact the Provision:

- Phone: 0118 3094222
- Email: Jack.Hardy@remedicare.co.uk

Additional Considerations

- The Provision may develop a tiered system for addressing attendance concerns, with escalating consequences for repeated unauthorised absences.
- This policy should be communicated clearly to students, parents/guardians, and Provision staff.
- The Provision may acknowledge and celebrate good attendance through incentives or recognition programs.

Policy Reviewed August 2025