Attendance and Remote Education Policy

1. Purpose

This policy sets out how Liminal Education East Anglia Ltd manages pupil attendance and arrangements for remote education. It ensures that pupils are safeguarded, engaged in learning, and that commissioners (schools/local authorities) receive accurate information.

2. Principles

- Good attendance is essential for learning, safety, and progress.
- Attendance monitoring is part of safeguarding practice.
- Pupils, parents/carers, staff, and commissioners share responsibility for attendance.
- Remote education will be provided when pupils cannot attend in person, where appropriate and agreed with the placing school/LA.

3. Attendance Expectations

- Pupils are expected to attend all agreed sessions punctually.
- Attendance registers are taken at the start of each session (morning/afternoon).
- If a pupil is absent without prior notice, the provision will contact the parent/carer immediately and, if necessary, the placing school/LA.
- Persistent non-attendance is reported promptly to the placing school/LA.

4. Reporting and Recording

- An Admissions and Attendance Register is maintained in line with statutory guidance.
- Daily attendance is recorded electronically or on paper and retained securely.
- Unexplained absences are investigated the same day.
- A summary attendance report is shared with the placing school/LA at least half-termly or more frequently if requested.

5. Safeguarding and Attendance

- Any absence without explanation is treated as a safeguarding concern until resolved.
- The DSL is notified of repeated absences or concerning patterns.
- The provision will escalate concerns to the placing school/LA safeguarding lead.

6. Remote Education Provision

When Remote Education May Be Used
- When a pupil cannot attend due to illness, exclusion, or other exceptional circumstances.
- During emergency closures (e.g., severe weather, public health guidance).
- Only with agreement from the placing school/LA.

Arrangements
- Pupils will be set appropriate work that matches their curriculum plan.
- Learning may include online sessions, worksheets, or project-based tasks.

- Staff will maintain contact with the pupil and parents/carers at least weekly during remote learning.
- Attendance to remote sessions will be logged.

Safeguarding in Remote Education
- Online sessions will follow safeguarding guidance (no 1:1 unsupervised video calls unless agreed with the placing school/LA and parents).
- Staff will use school-approved platforms and maintain professional standards.
- Parents/carers should ensure pupils have a safe, suitable space for online learning.

7. Roles and Responsibilities

- Head of Centre: oversees attendance systems, ensures reporting to commissioners, and approves remote provision.
- Staff: record attendance, follow up absences, deliver remote education when needed.
- DSL: monitors safeguarding concerns related to absence or remote learning.
- Parents/Carers: ensure pupils attend as agreed and notify absences promptly.
- Placing School/LA: retain statutory responsibility for pupil attendance and oversight of provision.

8. Monitoring and Review

- Attendance data is reviewed weekly by the Head of Centre.
- Remote education arrangements are reviewed after each use.
- This policy is reviewed annually or sooner if guidance changes.

Approved by: *Richard Henwood* (Head of Centre)
Date: 01/09/25
Next Review: September 2026