Magnum Opus
TRAINING LIMITED

POLICIES AND PROCEDURES

Attendance Policy

Magnum Opus Training Limited

LAST REVIEWED	NEXT REVIEW DUE
September 2026	September 2027
APPROVED BY	**ROLE**
Mr S King	Headteacher

Signature



1 Purpose and scope

Magnum Opus Training Limited provides non-school alternative provision in England. We expect pupils to attend each day agreed in their placement. We record who is present, follow up absence promptly, support pupils facing barriers to attendance and keep the commissioning school or local authority informed.

Pupils may be placed by a school or by the local authority. Their school-roll status is confirmed at referral. The responsible school or local authority retains the statutory responsibilities that apply to the pupil. Our LearnTrek record supports those responsibilities; it is not a school's statutory attendance register. Where a pupil is on a school roll, that school applies the formal attendance codes and makes any statutory leave-of-absence decision. For a direct local authority placement, we follow the reporting and decision arrangements agreed with the local authority.

2 Responsibilities

The Board of Directors, Scott King and Rachel King, oversees the effectiveness of this policy and reviews attendance information and any recurring concerns.

The Headteacher leads the provision's attendance approach, works with commissioners on significant concerns and ensures that safeguarding and attendance arrangements align.

The Attendance Manager monitors attendance each day, makes the first call about unexplained absence, records information received by email, telephone or WhatsApp in LearnTrek, and escalates concerns under this policy.

Staff working with pupils promptly tell the Attendance Manager when a pupil arrives late, leaves early, is unexpectedly absent or leaves the site without permission.

The commissioning school or local authority remains responsible for its formal attendance and registration duties and agrees with us how information and follow-up responsibilities will be shared for each placement.

3 The provision day and recording attendance

Pupils normally arrive between 9:30am and 10:00am. The education day starts at 10:00am and finishes at 2:00pm; collection takes place between 2:00pm and 2:30pm. This arrival and collection flexibility accommodates parents, traffic and taxis. Pupils follow a one-day timetable rather than separate lesson or session timetables. Staff record each pupil's attendance and, where relevant, their arrival or departure time in LearnTrek. Attendance information is updated by 10:30am each morning and updated again if a pupil arrives later or leaves before the normal collection period.

When attendance is updated, LearnTrek automatically emails an absence notification to the pupil's primary contact and the linked local authority officer or commissioning school, according

to the placement record. The Attendance Manager checks that the correct contacts are held in LearnTrek. An automatic email does not replace a welfare check or the first-day call where an absence is unexplained.

4 Reporting absence

Parents, carers and commissioning schools should report a pupil's absence by 10:00am on the first day and on each further day of absence, unless a different arrangement has been agreed for the placement. They should give the reason and the expected return date where known. If they cannot report by 10:00am, they should contact us as soon as possible.

ATTENDANCE EMAIL attendance@magnumopustraining.com

CALL OR WHATSAPP +44 7943 162376

The Attendance Manager records reports received through these channels in LearnTrek and shares material updates with the responsible school or local authority. Staff should use the pupil's agreed primary contact and communication plan where one is in place.

5 Unexplained absence and safeguarding

If an expected pupil has not arrived and no reason has been reported by 10:00am, the Attendance Manager checks LearnTrek and any messages already received, then makes the first call to the parent or carer. If there is no response by the third day, the Attendance Manager tries the named emergency contacts and informs the responsible school or local authority. These actions and their outcomes are recorded in LearnTrek. The Attendance Manager repeats proportionate contact on subsequent days while the absence remains unexplained, working with the commissioner on an agreed plan.

If information suggests a pupil may be at risk, staff inform the designated safeguarding lead immediately and follow the Child Protection and Safeguarding Policy. They do not wait for the normal reporting deadline or for every contact attempt to be completed. The safeguarding lead considers a referral to children's social care and, where there is immediate danger, contact with the police. The commissioner is updated promptly, subject to safeguarding advice.

If a pupil leaves the site without permission, staff alert the Headteacher or designated safeguarding lead immediately, check the site and last known whereabouts, contact the parent or carer and commissioner, and take further safeguarding action according to the assessed risk. Where there is immediate danger, staff contact the police. The incident and decisions are recorded.

6 Late arrival and early departure

Arrival between 9:30am and 10:00am is within the normal arrival window. A pupil arriving after 10:00am is recorded as late in LearnTrek with the arrival time and any known reason. Collection between 2:00pm and 2:30pm is within the normal collection window. If a pupil leaves before 2:00pm, staff record the departure time, reason and person authorising or collecting the pupil, where applicable. The Attendance Manager shares relevant changes with the responsible school or local authority so that it can maintain its own attendance record.

7 Planned absence and leave

Parents or carers should tell the provision and the responsible school or local authority about planned absence as early as possible. The Headteacher discusses the impact on the provision and works with the school or local authority toward a shared position. Where the pupil is on a school roll, the school makes the formal decision about school attendance authorisation or leave of absence. For a direct local authority placement, the local authority confirms the applicable decision and reporting arrangement. The provision records the agreed arrangement in LearnTrek and follows the placement agreement.

8 Health, anxiety and other barriers to attendance

We seek to understand the reason a pupil is struggling to attend and work with the pupil, family and commissioner to remove barriers. LearnTrek has an internal reason code called “Anxiety”, which may be used to describe anxiety, autistic burnout or dysregulation reported as affecting attendance. This is an internal description used to guide support. It does not itself decide whether an absence is authorised or determine the code in a school’s statutory attendance register.

The Headteacher and Attendance Manager consider appropriate adjustments and an individual support or reintegration plan with the pupil, parent or carer and commissioner where attendance becomes difficult. The plan should state the support offered, the pupil’s expected attendance, who is responsible for each action and when it will be reviewed. Any change to a school pupil’s formal timetable must be agreed by the responsible school or local authority.

We do not routinely ask families for medical evidence. Where the reason for absence genuinely needs clarification, we discuss with the family and commissioner what reasonable information is available, without insisting on a particular document or an unnecessary appointment. Where a pupil is on a school roll, the school makes the formal attendance-code decision.

9 Monitoring and working with commissioners

The Attendance Manager reviews individual attendance patterns, lateness and repeated absence. The Headteacher discusses concerns early with the pupil, family and commissioner so that support can be agreed. Attendance information and barriers are reviewed with commissioners at least every six weeks, or sooner where concerns require it. The Board of Directors reviews overall patterns and whether this policy is working as intended.

10 Records and information sharing

LearnTrek is the provision’s main attendance record. The Attendance Manager transfers relevant information received by telephone or WhatsApp into LearnTrek. WhatsApp chats are retained in encrypted form and access is limited to authorised staff. Staff follow the organisation’s data protection and retention arrangements when handling attendance, health and safeguarding information. Personal information is shared only with those who need it for the pupil’s education, welfare or safeguarding.

11 Children missing education

An absence from this provision does not automatically mean that a child is legally “missing education”. If a pupil remains on a school roll, we notify and work with the school or local

authority about non-attendance. If we have reason to believe a child is not on a school roll and is not receiving suitable education, or cannot be located, the Headteacher or designated safeguarding lead promptly raises the concern with the responsible local authority and follows its children missing education process. Safeguarding concerns are acted on without delay under section 5.

Norfolk County Council Children Missing Education Team: 01603 307716; cme@norfolk.gov.uk.

Suffolk County Council – Children Missing Education (CME) Team

Telephone: 01473 265224

Email: cme@suffolk.gov.uk

Address: Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX

Website: Suffolk Children Missing Education

Online referral: CME Referral Portal

12 Review and related documents

The Board of Directors reviews this policy at least annually and sooner if guidance, commissioning arrangements or the LearnTrek process changes. This policy should be read with the Child Protection and Safeguarding Policy, Data Protection Policy and each pupil's placement agreement.

Relevant guidance: Department for Education, Non-school alternative provision voluntary national standards (2025); Working together to improve school attendance (updated July 2026); Children missing education statutory guidance; and Keeping children safe in education (2026).