



CAST Angling Project – Attendance Policy

Reviewed on 19th August 2025

To be reviewed on 18th July 2026

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Policy Statement

CAST Angling Project believes that good attendance and punctuality are essential if students are to learn effectively and reach their full potential. CAST strives to provide a welcoming, caring, and safe environment where every member of the school community feels valued.

CAST aims to achieve good attendance and punctuality by working with an attendance policy where the staff, students, parents, referrers, and the local community work in partnership.

CAST provide a transport service for the Nottingham City/shire and Derby City/shire learners, this is to support learners with their attendance as they are coming to Newstead from varied locations. This promotes good attendance, and evidences consistent and high attendances.

The Attendance Policy links closely to the Full Opening of Schools (Covid-19) Policy (Reviewed 17/9/2020), Behaviour Policy, GDPR 2018/Data Retention Policy, Safeguarding Policies, and SEND Policy. CAST has a systematic approach to gathering and analysing attendance related data and protocols and monitoring procedures which reinforce the high expectations set for students. Individual attendance is monitored and targets are reviewed regularly. Good attendance and reaching targets are rewarded; the importance of good attendance and punctuality is supported by celebrating positive attendance at the project.

Each authority will determine its own format and process of their Attendance Data Collection.

School/CAST attendance is to be mandatory from September 2021 from the guidance of the Government.



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All of the usual rules for attendance will apply from September 2021, however, it is the responsibility from September 2021 that the:

- Parents duty to ensure that their child attends regularly at school/CAST, where the child is a registered pupil at school and they are of compulsory school age.
- Schools responsibilities to record attendance and follow up absence.
- The availability to issue sanctions, including fixed penalty notices, in line with local authorities codes of conduct.

Where individual students have identified problems, these will be handled with care and sensitivity to support the student and the family.

If students and families are anxious about returning to school/their educational setting, the government have made it clear that all other students must attend school. They state that schools/CAST should bear in mind the potential concerns of pupils, parents, and households who may be reluctant or anxious about returning and put the right support in place to address this.

Settings should be clear with parents that students of compulsory school age must be in school unless a statutory reason applies (for example, if the student has been granted a leave of absence, is unable to attend because of sickness, or is absent for a necessary religious observance).

Registration

The CAST Admin Team use an email-based system to contact each individual school/referrer for registration. Attendance is registered at the beginning of each session (usually half days). Staff also record attendance at individual sessions. Calls are made to the parents/carers of absent students to find out why they are not attending. This is all in line with Data Protection, ensuring the use of Password Protected emails. GDPR reviews of school contacts are updated every 6 months to ensure Attendance Data is sent to correct persons. Contact sheets are updated by the Office Manager.

Contact information is often on referral forms/Service Level Agreements. Phone calls are made to confirm information by the Office Manager.

Registers are completed using the codes outlined by the Education Welfare Service. All registers are completed by 10am to the relevant external bodies.

Authorised and Unauthorised Absences

All unexplained absences will be claimed as unauthorised. All absences will be followed up. Staff will judge whether absences that are explained can be judged to be authorised or unauthorised.



All absences explained by students must be confirmed by a parent/carer before it can be authorised. All LEA/Schools are contacted and referred to Safeguarding if there are concerns (if under Child Protection). Communications are activated to all if persistent.

Attendance marks will be inputted accordingly.

Interventions

The key to all attendance interventions is persistence. Staff need to be rigorous and thorough in using the strategies detailed. These interventions must be logged in detail so that they can be used as supporting evidence for the Education Welfare Service.

- Daily absences for identified students is followed up within 1 hour of the start of the session on the first day of absence. (Julie Bailey).
- All unexplained absence for other students is followed up by the end of the working day.
- The most appropriate and effective means of communication is used (e.g. texting, phoning, emailing, etc.).
- Attendance Data is collated and sent to Dean Gladwin (Senior Leadership Team), Home visits are initiated to focus on long term absences and for low attendees.
- Intervention work – YOT/ECHP targets may not be met, and these are to consult with designated persons. All are notified.
- Possible change of days to meet the needs of learners, possible reasons why they do not attend on a particular day, but does others. Change of groups is an alternative and activity.

Punctuality

CAST have set high expectations around punctuality as it is viewed as an important life skill for our students. However, the project recognises that for some of our students sensitivity and an individual approach needs to be taken to support them to develop this skill. It is the responsibility of the Course Leader to make appropriate interventions for individual students to improve and reward punctuality. Transport Service ensures good punctuality which is evidenced on the Monitoring School Feedback Sheet.

Schools/CAST are therefore going to need to be able to show that you have provided that support, if all of the support and measures are put in place then there are going to be very few circumstances in which legal proceedings would be instigated.

The Local Authority's guidance for schools on supporting pupils with additional needs will be taken from Nottinghamshire/Derbyshire.

For further support, contact Mick Leivers at CAST (Senior Director).

If you have any queries in relation to this or any other attendance issues, contact Mick Leivers: mick@castap.org.uk



Children Missing from Education

(See CAST Missing from Education Policy/Safeguarding Policies for further protocol).

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, or risk of forced marriage.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Staff should be aware of the provision's unauthorised absence and children missing from education procedures.

Knowing where children are during provision hours is an extremely important aspect of Safeguarding. Missing provision can be an indicator of abuse and neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendances without delay.

We will always follow up with parents/carers when students are not at provision. This means we need to have a least two up to date contacts numbers for parents/carers and Trust 'best practice' of three. Parents should remember to update the provision as soon as possible if the numbers change.

In response to the guidance in DfE Keeping Children Safe in Education with the additional reviews concluded on the 04/03/2021 ([Keeping children safe in education: proposed revisions 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education-proposed-revisions-2021)).

- Staff who understand what to do when children do not attend regularly.
- Appropriate policies, procedures, and responses for students who go missing from education (especially on repeat occasions).
- Staff who know the signs and triggers for travelling to conflict zones, FGM, and forced marriage.
- Procedures to inform the Local Authority when we plan to take students off-roll when they:
 - Leave provision to be home educated.
 - Move away from the provision location.
 - Remain medically unfit beyond compulsory provision age.



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- Are in custody for four months or more (and will not return to provision afterwards).
- Are permanently excluded

We will ensure that pupils who are expected to attend the provision, but fail to take up the place, will be referred to the Local Authority.

When a pupil leaves the provision, we will record the name of the pupil's new provision and their expected start date.

All data is archived in line with the GDPR 2018 Regulations, See CAST Policy for GDPR and Data Retention/Deletion.

All data is updated with an audit, for contacts and information via email communications is kept up to date.

CAST have a tracker in place which identifies when a student arrives and leaves the provision. This is in place via the Office Manager.

Those responsible:

Nottinghamshire/Derbyshire Schools attendance: rebeccamasson@castap.org.uk

Derby City Schools attendance: rebeccamasson@castap.org.uk

Mick Leivers (Director) oversees Attendance and Home Visit concerns.