



Woodland Pathways

Attendance Policy

Date created or revised: 0925

Date of next review: 0926

1. Purpose

This policy outlines how Woodland Pathways:

- Records and monitors learner attendance
- Responds to absence and non-attendance
- Shares attendance information with commissioning schools and Local Authorities
- Uses attendance data to support safeguarding and engagement

Attendance at Woodland Pathways is considered:

A safeguarding priority and a key indicator of learner wellbeing, engagement and risk

This policy ensures compliance with:

- Norfolk & Suffolk Local Authority commissioning expectations
- Keeping Children Safe in Education (KCSIE)
- Woodland Pathways safeguarding duties

2. Scope

This policy applies to all learners attending Woodland Pathways, including:

- Face-to-face sessions
- Outdoor provision
- Community-based sessions
- 1:1 provision
- Any agreed remote sessions

3. Key Principles

Woodland Pathways operates under the following principles:

3.1 Safeguarding First

Non-attendance may indicate increased risk. All unexplained absence is treated seriously.

3.2 Transparency

Attendance is recorded accurately and shared promptly with relevant parties.

3.3 Consistency

All learners are monitored using the same attendance procedures.

3.4 Partnership Working

Attendance information supports schools and Local Authorities in meeting statutory duties.

3.5 Engagement-Focused

We recognise that attendance can be affected by SEMH, SEND and anxiety. Responses are supportive and relational.

4. Recording Attendance

Attendance is recorded for every day attended.

4.1 Attendance Codes

Code	Meaning
P	Present – learner attended and engaged in the session
A	Absent – learner did not attend, no reason provided
AA	Authorised Absence – agreed in advance (e.g. illness, appointment)
L	Late – learner arrived after agreed start time

4.2 Recording Method

- Attendance is recorded within sign in registers
- Notes are added to provide context where required
- Records form part of the learner’s ongoing provision file

5. Notification Procedures

Woodland Pathways follows strict notification procedures in line with safeguarding expectations.

5.1 Same-Day Notification

If a learner does not attend:

- The commissioning school / LA contact is informed **within 30 minutes of expected arrival**
- Parents/carers are contacted where appropriate

5.2 Unknown Whereabouts

If a learner's whereabouts are unknown:

- Immediate contact is made with:
 - Commissioning school
 - Parent/carer

If risk is identified:

- Escalate to:
 - School DSL
 - Social worker (if applicable)

5.3 Safeguarding Escalation

Concerns may include:

- Repeated unexplained absence
- Sudden disengagement
- Patterns of absence
- Known vulnerabilities

Where safeguarding concerns exist: Immediate escalation is required

6. Roles and Responsibilities

6.1 Provision Lead / DSL

Responsible for:

- Oversight of attendance systems
- Ensuring timely notifications
- Monitoring attendance trends
- Safeguarding escalation
- Liaison with commissioners

6.2 Practitioners

Responsible for:

- Recording attendance accurately
- Reporting non-attendance immediately
- Providing contextual notes
- Supporting learner engagement

6.3 Commissioning Schools / Local Authorities

Responsible for:

- Overall attendance responsibility
- Safeguarding oversight
- Following up concerns raised by Woodland Pathways

6.4 Parents/Carers

Responsible for:

- Informing Woodland Pathways of absence in advance where possible
- Communicating reasons for absence
- Supporting learner engagement

7. Monitoring and Reporting

7.1 Ongoing Monitoring

Woodland Pathways monitors:

- Daily attendance
- Patterns of absence
- Lateness
- Engagement levels

7.2 Reporting to Commissioners

Attendance data is shared:

- Daily (notifications)
- Weekly summaries
- Termly reviews
- As part of:
 - EHCP reviews
 - PEP meetings
 - Placement evaluations

7.3 Data Use

Attendance data is used to:

- Identify barriers to engagement
- Inform support strategies
- Contribute to safeguarding decisions
- Support reintegration or next steps

8. Responding to Absence

Woodland Pathways uses a supportive, graduated approach:

8.1 Initial Absence

- Contact parent/carer
- Inform commissioning school
- Record reason

8.2 Repeated Absence

- Discuss with school/LA
- Explore underlying issues
- Adapt provision if required

8.3 Persistent Absence

- Raise at review meetings
- Consider safeguarding implications
- Involve wider professionals if required

8.4 Barrier Identification

Possible barriers may include:

- Anxiety / SEMH
- SEND needs
- Family circumstances
- Transport issues
- Environmental factors

Woodland Pathways will work with partners to reduce barriers.

9. Supporting Engagement

Woodland Pathways supports attendance by:

- Providing flexible, personalised provision
- Building strong relationships
- Using trauma-informed approaches
- Adapting sessions to learner needs
- Promoting a safe, welcoming environment

10. Lateness

- Lateness is recorded and monitored
- Patterns of lateness are reviewed
- Support is offered where appropriate

11. Safeguarding Link

Attendance is a key safeguarding indicator.

Concerns include:

- Unexplained absence
- Sudden drop in attendance
- Patterns indicating risk

All concerns must be:

- Recorded
- Reported
- Escalated appropriately

12. Data Protection

All attendance records are:

- Stored securely
- Managed in line with GDPR
- Shared only with authorised individuals

13. Quality Assurance

Woodland Pathways ensures:

- Consistent attendance recording
- Accurate reporting
- Regular review of data
- Alignment with Local Authority expectations

14. Review of Policy

This policy will be reviewed:

- Annually
- Following changes in legislation
- Following safeguarding concerns
- In response to commissioner feedback

Appendix 1: Attendance Record Template

Learner Name Date Session Code (P/A/AA/L) Notes Recorded By

Appendix 2: Attendance Notification Log

Date Learner Time Notified Notified To Method Notes

Appendix 3: Attendance Review Summary

Learner Attendance % Concerns Actions Review Date

Key Statement

Woodland Pathways ensures that attendance is recorded, monitored, and reported in a timely and transparent manner, supporting safeguarding responsibilities and enabling commissioning schools and Local Authorities to fulfil their statutory duties.