



Attendance Policy – Safe Space Education

Version 1 (01/03/2026)

1. Introduction

Safe Space Education is committed to ensuring consistent attendance and engagement across all Alternative Provision (AP), 1:1 mentoring, and tutoring services. We recognise that learning begins with feeling safe, and strive to uphold this by providing a supportive, engaging environment where every child and young person can achieve.

We understand that barriers to attendance exist; therefore, we work closely with pupils and families to provide bespoke, flexible support to overcome these. While we aim for 100% attendance, we prioritise regular, open communication, early intervention, and partnership with home and referring schools to ensure every pupil remains connected to their education, in line with relevant [statutory guidance](#).

Regular attendance is essential for pupil progress, safeguarding, and positive outcomes. This policy outlines expectations, procedures, and responsibilities for monitoring and supporting attendance.

2. Aims

We aim to:

- Promote consistent attendance and punctuality
- Ensure pupils are safe and accounted for
- Work collaboratively with commissioning schools, parents/carers, and external agencies
- Identify and address barriers to attendance
- Record attendance accurately and transparently

3. Responsibilities

Safe Space Education Staff

- Record attendance promptly and accurately
- Follow absence reporting procedures
- Escalate concerns to the DSL or commissioning school
- Support pupils to improve engagement
- Communicate attendance issues professionally



Commissioning Schools

- Provide accurate referral information
- Monitor attendance reports
- Work with Safe Space Education to address concerns

Parents/Carers

- Ensure pupils are available for scheduled sessions
- Inform Safe Space Education of absences
- Support attendance plans where needed

Pupils

- Attend all scheduled sessions
- Engage positively in learning
- Communicate any difficulties affecting attendance

4. Recording Attendance

Attendance is recorded for:

- AP sessions
- 1:1 mentoring
- Tutoring (in-person and online)

Records include:

- Present
- Late
- Authorised absence
- Unauthorised absence
- Session cancellations

Attendance data is shared with commissioning schools regularly.

5. Reporting Absence

Parents/carers or schools must notify Safe Space Education as soon as possible if a pupil cannot attend.

Absence may be authorised for:

- Illness
- Medical appointments
- Exceptional circumstances agreed in advance

Unauthorised absence includes:

- No reason provided
- Refusal to engage
- Avoidable appointments or activities

6. Non-Attendance Procedures

If a pupil does not attend a scheduled session:

Step 1 – Immediate Attempt to Contact

The staff member will attempt to contact:

- Parent/carer
- Commissioning school

Step 2 – Safeguarding Check

If no contact is made and there are safeguarding concerns, the DSL will be informed.

Step 3 – Escalation

Persistent non-attendance may result in:

- Attendance meetings
- Adjusted support plans
- Referral back to the commissioning school
- Multi-agency involvement

7. Punctuality

Pupils are expected to attend sessions on time.

Staff will:

- Record lateness
- Explore reasons for repeated lateness
- Work with schools and families to improve punctuality

8. Engagement in Online Sessions

For online learning:

- Pupils must log in on time
- Cameras should be on unless agreed otherwise
- Technical issues must be reported promptly

Repeated failure to attend online sessions will be treated as non-attendance.

9. Attendance Monitoring

Safe Space Education monitors:

- Weekly attendance patterns
- Persistent absence
- Engagement trends
- Barriers to attendance

Findings are shared with commissioning schools and used to inform support.

10. Support for Improving Attendance

Support may include:

- Mentoring
- Adjusted timetables
- Pastoral support
- Multi-agency collaboration
- Individual attendance plans



11. Review of Policy

This policy will be reviewed annually or sooner if required.

Review date: 01/03/2027