



Evergreen Education and Therapy Attendance Reporting Policy 2023-24

This policy aims to provide clear guidance on the protocols used for reporting attendance of those young people attending the Alternative Provision or Therapy.

Completed: July 2023 Kirsty Moran Head of Education

Review date: August 2026 Last reviewed: August 2025

Evergreen Education and Therapy recognises the importance of accurate and timely recording of attendance and absence when working with education settings. We aim to reflect the timely and accountable attendance registration processes of the schools we work with. This policy does not supersede that of any referring school.

Liaising with the referring school - Upon referral a specific staff member will be identified in the referring schools- this person will be primary contact for Evergreen Education and Therapy. We will also ascertain who the Attendance Officer is, with responsibility for registering attendance and absence, and establish how they should be contacted. Evergreen Education and Therapy will make initial contact via email with the school's Attendance Officer prior to the pupil attending- making this policy available. All contact will be via the info@evergreeneducationandtherapy.com email address.

Liaising with the parent / carer / guardian - Upon referral from a school Evergreen Education and Therapy will ascertain the contact details of parent, carer or guardian. Initial contact will be via the info@evergreeneducationandtherapy.com email address.

Recording Attendance - An attendance register will be completed daily for each am and pm session provided, and will be kept and used to inform the pupils' half-termly reports for the referring school.

Illness and absence reporting - Absence reporting number: 07930 759096 Parents/carers/guardians should ring by 9am on each day of illness to notify Evergreen Education and Therapy if a pupil is unable to attend the alternative provision for that day. Upon receiving such a call, an absence report from will be completed. In this case, the absence will be deemed as authorised; the primary contact/Attendance Officer in the referring school will not be notified unless they have requested to be so.

If we do not hear from the parent/carer/guardian by 9am then the absence will be classed as unauthorised; the primary contact/Attendance Liaison Officer in the referring school will be notified so they can make contact in order to follow up any unexpected absences in a timely manner. If a pupil is ill during the allotted provision day they are not allowed to go home alone; a parent/carer/guardian must collect them from the provision.

Absconding - Any pupils who has received an attendance mark for either the morning or afternoon session who subsequently leaves the location of the provisions will be



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deemed as absconding. For all pupils, the primary contact/Attendance Officer in the referring school will be informed as soon as is practicable by Evergreen Education and

Therapy, so that the parents/carer/guardian can be informed. Evergreen Education and Therapy will be responsible for reporting to the police, as per the individual risk assessment for each pupil.

Reporting attendance to the referring school - Evergreen Education and Therapy operate a by exception approach to notifying referring schools; therefore, both planned attendance (including lateness) or authorised absences will be reported to the referring school as part of the initial contract, this may be through the half-termly report, or a weekly update. Unauthorised absence and absconding will be notified as soon as is practicable by Evergreen Education and Therapy to the primary contact/Attendance Officer- in all cases within 90 minutes. If individual schools wish to vary this, then we will make necessary arrangements to accommodate this.

Leave of absence - The Leave of Absence processes of the referring schools will be adopted; if a pupil has a leave of absence authorised then Evergreen Education and Therapy request to be notified as soon as is reasonably possible.

Children missing from education - A pupil is classed as missing in education if they are absent from school for 10 sessions and we have received no information regarding the absence. If a pupil is deemed as missing in education by the school, then Evergreen Education and Therapy request to be notified; given our approach to reporting absence to referring schools we will contribute to the timely recording of such issues.