

The Harington Scheme

Student Attendance Policy

1. Purpose and Principles

Regular attendance is essential for students to achieve their intended outcomes, develop independence, and prepare effectively for adulthood and employment. It is also a key safeguarding indicator, as poor or irregular attendance may highlight unmet needs, disengagement from learning, or potential risks to a student's wellbeing. This policy sets out the expectations, processes, and responsibilities for promoting, monitoring, and responding to attendance, in line with the requirements of *Keeping Children Safe in Education (KCSIE)*, *Working Together to Safeguard Children*, and the funding and study programme requirements of the Education and Skills Funding Agency (ESFA).

2. Scope

This policy applies to all students enrolled on study programmes, regardless of the learning environment. This includes attendance at on-site learning sessions, work experience placements and supported internships, community-based learning activities, and any remote or home learning arrangements that have been agreed as part of the student's programme. Attendance expectations and monitoring procedures apply equally across all these settings to ensure students remain engaged, make progress towards their outcomes, and receive appropriate support and safeguarding oversight.

3. Expectations

Students are expected to attend all timetabled sessions and arrive punctually. An attendance rate of 95% or above is expected to support successful achievement of learning outcomes and progression towards adulthood and employment. Attendance below 90% is regarded as persistent absence and will trigger additional monitoring and support. Parents, carers (where appropriate), and relevant professionals are expected to work in partnership with Harington to promote and maintain good attendance. Attendance is a key measure of engagement and forms part of the assessment of student progress and outcomes, including the achievement of Education, Health and Care Plan (EHCP) outcomes where applicable, as well as preparation for adulthood and future employment.

4. Promoting Good Attendance

Harington is committed to promoting good attendance by providing a safe, inclusive, and engaging learning environment in which students can thrive. Harington will support students to understand the importance of regular attendance and will work proactively to identify and remove barriers through a graduated and person-centred approach. Harington will work in partnership with families, Local Authorities, and external agencies to ensure appropriate support is in place and will recognise and encourage positive attendance through regular feedback and reinforcement. Students will be actively supported to contribute to identifying and addressing their own barriers to attendance, helping them to develop self-awareness, independence, and responsibility for their learning and future progression.

5. Recording Attendance

Registers must be completed promptly at the start of each session to ensure attendance is recorded accurately. Attendance records form an important legal and safeguarding record and are also required for funding, Individualised Learner Record (ILR), and audit purposes. Attendance must accurately reflect the hours that have been planned and delivered as part of a student's programme. For remote learning, attendance will be recorded on the basis of active participation and engagement in learning activities rather than simply logging into a session. All staff are required to use the agreed attendance codes consistently to ensure accurate, reliable, and compliant attendance monitoring across the Harington.

6. Reporting Absence

Students, parents, carers, or relevant professionals must notify Harington of any absence before the start of the day or session, providing the reason for the absence and, where possible, the expected date of return. For absences lasting five days or more, Harington may request appropriate supporting evidence. Where no notification of absence is received, staff will make same-day contact to establish the student's whereabouts and wellbeing. If contact cannot be established, the matter will be escalated in accordance with Harington's safeguarding procedures to ensure that any potential risks are identified and addressed promptly.

7. Authorised and Unauthorised Absence

Authorised absence includes illness, where supporting evidence may be requested where appropriate, medical or healthcare appointments, recognised religious observance, and exceptional circumstances that have been agreed in advance by Harington. Unauthorised absence includes holidays taken during term time, avoidance of learning activities or work placements, and participation in non-essential activities during scheduled learning hours.

Requests for planned absence must be submitted and approved in advance wherever possible. Harington will consider each request on an individual basis, taking into account the students' learning programme, progress, and any relevant circumstances.

8. Lateness

All instances of lateness must be recorded and monitored as part of Harington's attendance procedures. Persistent lateness will be addressed through appropriate intervention, as repeated late arrival can have a negative impact on learning, progress, and preparation for employment. Where patterns of lateness are identified, staff will work with the student and, where appropriate, their parents, carers, or professionals to identify and address any underlying barriers, such as transport difficulties, health needs, anxiety, or challenges with daily routines, and provide appropriate support to improve punctuality.

9. Monitoring and Intervention (Graduated Response)

Stage 1: Early Concern (95% and below)

- Discussion with students
- Discussion with parent/carer
- Identification of barriers
- Agreed support strategies

Stage 2: Ongoing Concern (90-95%)

- Involvement of parents/carers and professionals
- Formal support plan implemented
- consideration of early help/safeguarding referral

Stage 3: Persistent Absence (below 90%)

- Formal review meeting
- Multi-agency and/or parent involvement
- Consideration of safeguarding referral

Stage 4: Non-Engagement

- Review of students' place on programme
- Consider:
 - Break in learning
 - Withdrawal from programme

All decisions will consider potential safeguarding risks and student needs.

10. Safeguarding and Attendance

Poor attendance may be an indicator of safeguarding concerns and can signal a range of risks, including neglect, criminal or sexual exploitation, mental health needs, emotionally based school or learning avoidance, radicalisation, or other forms of vulnerability. All concerns relating to attendance and safeguarding must be reported promptly to the Designated Safeguarding Lead (DSL) for assessment and appropriate action. Students who are missing from education or absent without contact will be followed up as a matter of urgency in line with safeguarding procedures. Where a student is absent for a prolonged period of 10 consecutive days, the relevant Local Authority will be informed where this is required, and appropriate steps will be taken to ensure the student's welfare and continued engagement in education.

11. SEND, EHCP and Local Authority Responsibilities

Attendance forms an important part of monitoring progress towards Education, Health and Care Plan (EHCP) outcomes and will be considered alongside other measures of student development, engagement, and achievement. Attendance concerns may be shared with the relevant Local Authority where appropriate, particularly where attendance is impacting on a student's progress, wellbeing, or ability to access their provision. Attendance will also be reviewed as part of annual reviews, person-centred planning, and multi-agency meetings to ensure that any barriers to participation are identified and addressed. Harington will make reasonable adjustments and provide appropriate support to enable students with additional needs to attend and engage successfully in their learning programmes.

12. Work Experience and Off-Site Learning

Attendance must be recorded for all off-site provision, including work experience placements, supported internships, community-based learning, and any other approved external learning activities. Employers and external providers are required to report any student absence or non-attendance promptly to enable appropriate monitoring and support. Any unexplained absence from off-site provision will be followed up on the same day in line with attendance and safeguarding procedures to ensure the students' wellbeing and continued engagement in their programme.

13. Study Programme Compliance and Funding

Attendance records form an important part of the evidence of delivery for funded study programmes and must accurately reflect the planned and delivered learning hours for each student. Records must be maintained in a complete, timely, and auditable manner to demonstrate compliance with funding and quality requirements. Accurate attendance information is essential to support the requirements of the Education and Skills Funding Agency

and the Individualised Learner Record (ILR), ensuring that funding claims are supported by robust evidence of participation and engagement in learning.

14. Withdrawal and Break in Learning

Where attendance patterns indicate that a student is no longer engaging with their programme, a formal review will be undertaken to assess the circumstances, identify any barriers to participation, and consider the support that may be required. Following this review, a decision may be made regarding a break in learning or, where appropriate, withdrawal from the programme. Any such decision will be made on an individual basis and in accordance with safeguarding considerations, funding requirements, and the involvement of the relevant Local Authority and other professionals where applicable, ensuring that the student's needs, well-being, and future progression remain central to the decision-making process.

15. Data Protection

Attendance data will be recorded, stored, and shared in line with data protection legislation.

16. Roles and Responsibilities

All Staff

- Promote attendance and punctuality
- Complete registers accurately
- Report concerns

Curriculum Staff

- Monitor attendance and address concerns early
- Liaise with parents/carers

Attendance Leads

- Analyse data
- Coordinate interventions
- Liaise with professionals

Designated Safeguarding Lead (DSL)

- Oversee safeguarding concerns linked to attendance

Senior Leadership

- Monitor attendance and ensure compliance

Governance

- Review attendance trends
- Hold leaders to account for improvement

17. Partnership Working

The provision will work with:

- Parents/carers
- Local Authorities
- Social care and health services
- Employers and partners

18. Student Commitment and Learning Agreement

All students are expected to commit to maintaining good attendance, punctuality, and engagement as part of their individual learning agreement or contract, which is signed at the start of their programme. Harington will ensure that these expectations are communicated in a way that is appropriate to each student's needs, including through accessible formats where required.

Through the learning agreement, students are expected to attend all timetabled sessions, including work placements and off-site learning activities, arrive on time and ready to participate, inform Harington, or ensure this is done on their behalf if they are unable to attend, and engage actively in all aspects of their learning, including remote sessions where applicable. Students are also expected to work collaboratively with staff to identify and address any barriers that may affect their attendance or participation.

Where attendance concerns arise, reference will be made to the commitments set out in the learning agreement. Staff will work with the student and, where appropriate, parents, carers, employers, Local Authorities, and other professionals to review the circumstances and identify any additional support or reasonable adjustments that may be required to improve attendance and engagement.

19. Reporting Absence

As outlined in the Parent Handbook and the Student Learning Agreement, if you need to report that your young person will be absent for any reason, please contact us directly.

- The number for the Harington Highgate site is 020 3457 7997.
- The number for the Harington Training Hub in Hornsey is 020 3457 7994.

Policy Title: Student Attendance Policy

Date Approved: July 2026

Review Date: July 2027

- The number for the Duty phone is 0738 374 2454.
- If you do not phone, it is considered as being absent without permission.