



Attendance Policy

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Date created: 31/03/2026

Last Reviewed on: 30/08/2026
Next review date: 01/08/2027

Project RESET is committed to promoting high levels of attendance and punctuality to support positive educational outcomes, wellbeing, and personal development. Regular attendance is essential for all young people to fully benefit from sessions and achieve their overall individual goals.

Expectations:

All young people enrolled at Project RESET are expected to attend all scheduled sessions, arrive on time, and engage fully in all sessions, unless there are valid reasons for absence.

Parent/Carer Responsibilities:

Parents and carers play a vital role in ensuring consistent attendance to Project RESET. They are expected to:

- Ensure their child attends regularly, punctually, and are prepared for each session.
- Inform Project RESET of absences, as early as possible before the scheduled session time, on the first day of absence and each following session.
- Provide a valid reason for all absences and supporting evidence where requested (eg, medical appointments).
- Avoid taking holidays or arranging non-essential appointments during term time.
- Maintain regular communication with Project RESET staff regarding any issues that may impact attendance (eg, appointments, health, transport, emotional wellbeing).
- Attend meetings when concerns about attendance arise and work collaboratively to improve attendance.
- Support agreed intervention strategies.



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Young person's Responsibilities:

All young people attending Project RESET are expected to take ownership (where age appropriate) of their attendance and engagement. They should:

- Attend all timetabled sessions.
- Attend all sessions on time.
- Not leave sessions without prior permission.
- Engage positively in all sessions.
- Communicate any concerns or barriers affecting their attendance with a member of staff at Project RESET.
- Work towards agreed attendance targets where applicable.

Project RESET Responsibilities:

Project RESET is responsible for creating a supportive and structured environment that promotes good attendance. This includes:

- Providing a safe, inclusive, and engaging learning environment.
- All staff to use correct channels of communication to log attendance.
- Follow up any absences from sessions.
- Maintaining accurate daily attendance registers using MyAT.
- Attendance registers will be completed for every session and stored securely in accordance with data protection requirements
- Informing young person's school of attendance data, either daily or weekly (agreed with individual school).
- Monitoring attendance patterns and identifying concerns early.
- Contacting parent/carers on the first day of unexplained absence.
- Offering early intervention and support for young people or parent/carers with attendance difficulties.
- Developing individual attendance support plans where needed.
- Liaising with Young person's on school, local authorities, and other relevant external agencies of any concerns.
- Recognising and rewarding good or improved attendance.
- Ensuring Project RESET staff are trained to support attendance and identify safeguarding concerns.

Responsibilities of On Roll Schools



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Referring schools remain responsible for maintaining the pupil's roll and will work collaboratively with Project RESET to monitor attendance, address concerns and support safeguarding arrangements.

Absence Procedures:

- **Reporting Absence:** Parent/carers must notify Project RESET before the start of the session on each day of absence.
- **Medical appointments:** Wherever possible, appointments should be arranged outside session hours. Evidence may be required.
- **Unauthorised Absence:** Absences without valid reason or notification will be recorded as unauthorised and followed up.

No Contact and Non-attendance Procedures:

Project RESET takes all unexplained absences seriously and follows a structured response:

Day 1 of Absence (No contact):

- Attempt contact with parent/carer via phone, text, and/or email.
- Record all attempts to make contact.
- If no response is received and there are safeguarding concerns, a welfare check may be initiated.

Day 2-3 of Continued Absence:

- Further attempts to contact parent/carer.
- Contact emergency contacts where appropriate.
- Designated safeguarding lead / attendance officer reviews and considers next steps.
- Welfare check to be carried out where appropriate.
- Inform young person's school.

Ongoing Absence (3+ sessions with no contact):

- Welfare check carried out (home visit where appropriate)
- Safeguarding procedures followed if concerns escalate.

Persistent Non-Attendance:



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Project RESET will consider attendance below 90% or patterns of repeated absence as indicators requiring additional monitoring and support. Where attendance falls below expected levels or patterns of absence emerge:

- Attendance concerns will be discussed with parent/carers and the young person.
- An attendance support plan may be implemented.
- Regular review meetings will be scheduled.
- External agencies may be involved where appropriate.
- Young person's school and local authority will be kept informed of progress and concerns.

Punctuality:

- Young person is expected to arrive on time for all sessions.
- Persistent lateness will be recorded and addressed in the same way as attendance concerns.
- Support will be offered where punctuality is impacted by external factors.

Safeguarding and Welfare checks:

Project RESET places safeguarding at the heart of its practice. Consistent attendance allows staff to maintain regular contact, build trusted relationships, and quickly identify any changes in behaviour or circumstances that may signal a concern.

Attendance is a key safeguarding indicator. Changes in attendance patterns, persistent absence, repeated lateness or disengagement from education may indicate unmet needs, abuse, neglect, exploitation, mental health difficulties or other welfare concerns. Staff will consider contextual safeguarding factors including peer groups, online activity, community influences, exploitation risks and wider environmental factors when assessing attendance concerns.

Where a young person misses two consecutive sessions without appropriate communication, this will trigger a welfare visit to ensure the young person is safe and to offer any appropriate support. This ensures all young people are accounted for and that any potential safeguarding concerns are identified and addressed promptly.

Triggers for a welfare check may include:

- No contact from parent/carer on the first day of absence and concerns regarding the young person's vulnerability.
- Continued absence (normally two consecutive sessions).



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- Sudden or unusual changes in attendance patterns.
- Known safeguarding concerns or risk factors.
- Information received from external agencies or third parties.

Welfare Check Process:

- Project RESET staff including the designated safeguarding staff will review and assess any potential risk.
- A welfare check may involve a phone call, home visits, contact with emergency contacts.
- Where necessary, Project RESET may request support from the young person's school or local authority to carry out a welfare check.
- If a young person cannot be located or there are immediate concerns for their safety, appropriate external agencies (eg, police or children's services) will be contacted.

Any home visit will be risk assessed and undertaken in accordance with Project RESET's Lone Working and Safeguarding procedures.

Project RESET recognises that young people with SEND may experience additional barriers to attendance and communication. Attendance concerns relating to these pupils will be considered in the context of their individual needs and circumstances.

Project RESET recognises that children missing education are at increased risk of abuse, neglect, exploitation, child criminal exploitation, child sexual exploitation, mental health difficulties and radicalisation. Any unexplained absence, persistent non-attendance or concerns regarding a young person's whereabouts will be treated as a potential safeguarding concern.

Project RESET will work with parents/carers, schools, local authorities and safeguarding agencies to locate and support young people whose attendance gives cause for concern.

Information Sharing and Escalation:

- Project RESET will share relevant information with young person's school, local authority, and safeguarding agencies where there are concerns about a young person's welfare.
- All actions taken, including attempts to make contact and outcomes of welfare checks, will be clearly recorded.



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- Cases will be escalated in line with Project RESET's safeguarding procedures where concerns increase or remain unresolved.