ATTENDANCE & PUNCTUALITY POLICY

Lead	**David Johnson**
Last Reviewed	**November-2026**
Next Review Date	**November-2027**

This policy is to be reviewed **annually** and applies to **all** SCG provisions.

Related policy: Safeguarding & Child Protection Policy
Attendance system: CPOMS, SCG Attendance Tracker

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1. POLICY STATEMENT

Sporting Chances Group (SCG) encourages every young person to achieve 100% attendance and demonstrate good punctuality across all of our provisions. However, we recognise that this may be a difficult and, in some circumstances, unrealistic initial target for some of the young people we support.

It is not uncommon for SCG young people to have an average attendance rate of approximately 75–80%. Many of our young people join our provisions following significant periods of non-attendance in mainstream education, emotionally based school avoidance (EBSA), disengagement from learning or experiences that have negatively affected their relationship with education.

We also recognise that young people may experience emotional, mental and physical health needs, special educational needs and disabilities (SEND), family difficulties, trauma, safeguarding concerns or other circumstances that create additional barriers to regular attendance.

SCG is committed to addressing persistent absenteeism and supporting young people who experience emotionally based school avoidance. We believe that every young person deserves access to education and that positive relationships, consistency, understanding and appropriate intervention are essential to improving attendance.

Our approach is supportive, individualised and focused on removing barriers rather than simply applying sanctions.

We will work collaboratively with young people, parents and carers, placing schools, local authorities, caseworkers, funders and other relevant professionals to improve attendance and ensure that young people remain safe, engaged and able to access their education.

We recognise that improved attendance promotes not only educational achievement but also safeguarding, wellbeing, confidence, independence and positive future opportunities.

Attendance is everyone's responsibility.

2. AIMS & OBJECTIVES

The aims of this policy are to:

- Promote good attendance and punctuality across all SCG provisions.
- Encourage every young person to work towards 100% attendance, recognising individual circumstances and starting points.
- Improve attendance for young people who have experienced prolonged periods of non-attendance.
- Identify and address persistent absenteeism at an early stage.
- Recognise and respond appropriately to emotionally based school avoidance.
- Identify barriers to attendance, including SEND, mental health, physical health and family circumstances.
- Ensure registers are completed accurately and consistently.
- Ensure unexplained absences are followed up promptly.
- Identify attendance concerns through regular monitoring and CPOMS reporting.
- Work in partnership with parents, carers, schools, local authorities and other professionals.
- Develop individual attendance action plans where required.
- Promote positive relationships and encourage young people to develop confidence and independence.
- Ensure that attendance procedures support the safeguarding and welfare of all young people.

3. ATTENDANCE EXPECTATIONS & BENCHMARKS

SCG promotes 100% attendance as the overall aspiration for all young people.

However, we recognise that our young people may have significantly different starting points and that improvement should be considered in the context of their individual circumstances.

SCG uses an attendance benchmark of 80% as a reference point for monitoring attendance.

The following attendance levels will be used to support monitoring and identify concerns:

Attendance percentage	Monitoring category
95–100%	Good attendance
80–94%	Monitor and encourage improvement
75–79%	Attendance concern – intervention required
Below 75%	Serious attendance concern – CPOMS reporting and action required

In addition to these thresholds, SCG recognises that a significant reduction in an individual young person's attendance may indicate an emerging concern, even where their overall attendance remains above 80%.

The SCG attendance tracker will automatically flag any young person whose attendance falls by 20% from their established baseline.

This ensures that young people with previously high attendance are not overlooked when their attendance begins to deteriorate.

Important: Attendance thresholds are monitoring and intervention triggers, not automatic judgements about a young person's circumstances. Every case must be considered individually.

4. RESPONSIBILITIES

4.1 SCG SENIOR LEADERSHIP

Senior leadership is responsible for:

- Ensuring this policy is implemented consistently across all provisions.
- Promoting a positive culture of attendance.
- Ensuring appropriate attendance monitoring systems are in place.
- Reviewing attendance data and identifying trends.
- Supporting Heads of Provision (HOPs) to address attendance concerns.
- Ensuring safeguarding responsibilities are followed.
- Working with placing schools, local authorities and other commissioning organisations.
- Reviewing the effectiveness of attendance improvement strategies.

4.2 HEADS OF PROVISION (HOPs)

Heads of Provision are responsible for:

- Ensuring daily registers are completed by 10:30am.
- Monitoring attendance within their respective provisions.
- Ensuring unexplained absences are followed up promptly.
- Making daily calls home where young people are absent without explanation.
- Recording attendance-related contact and incidents on CPOMS under the Attendance category.
- Ensuring attendance concerns are escalated appropriately.
- Ensuring CPOMS attendance incident reports contain details of actions taken to improve attendance.
- Informing relevant stakeholders of significant attendance concerns.
- Arranging parental/carer meetings where required.
- Developing individual attendance action plans.
- Ensuring the Low Attendance Monitoring Form is updated.
- Reviewing progress and identifying further support where necessary.

4.3 DESIGNATED SAFEGUARDING LEAD (DSL)

The DSL is responsible for:

- Ensuring attendance concerns are considered in the context of safeguarding.
- Monitoring unexplained, repeated and prolonged absences where safeguarding risks may be present.

- Ensuring staff understand the link between non-attendance and potential safeguarding concerns.
- Supporting referrals to relevant safeguarding agencies where necessary.
- Liaising with placing schools, local authorities and children's social care.
- Ensuring concerns about children missing education are escalated appropriately.
- Supporting staff to identify young people whose attendance may be affected by exploitation, neglect, abuse or other vulnerabilities.

4.4 ALL STAFF & TUTORS

All staff must:

- Promote positive attendance and punctuality.
- Ensure attendance is recorded accurately.
- Report unexplained absences promptly.
- Communicate attendance concerns to their HOP.
- Build positive relationships with young people.
- Encourage young people to attend regularly.
- Identify possible barriers to attendance.
- Support agreed attendance improvement strategies.
- Record relevant attendance-related information on CPOMS.
- Remain alert to safeguarding concerns associated with non-attendance.

5. ATTENDANCE RECORDING & DAILY REGISTERS

Accurate attendance recording is essential to ensuring the safety and educational progress of all young people.

SCG requires all provisions to complete their daily attendance registers by 10:30am.

HOPs are responsible for ensuring that registers are completed and saved within this timeframe.

Where a young person is not present:

- Staff must establish whether an explanation for the absence has already been received.
- If no explanation has been provided, contact should be made with the parent/carer and/or young person as appropriate.
- Daily attendance calls must be made in accordance with the SCG attendance procedure.
- All attendance-related calls and contact attempts must be recorded on CPOMS under the Attendance category.
- Where the absence is unexplained or raises safeguarding concerns, the DSL must be informed promptly.
- The Attendance Monitoring Procedure (see appendix) must be followed where applicable.

Registers must accurately reflect the young person's attendance and any relevant absence information.

Staff must not assume that a young person is safe simply because they have not received notification of an absence.

6. RESPONDING TO NON-ATTENDANCE

SCG recognises the importance of responding quickly when a young person does not attend.

Where a young person is absent without prior notification:

- Daily contact must be attempted with the parent/carer and/or young person.
- Contact attempts must be recorded on CPOMS under Attendance.
- Any information received must be recorded accurately.
- Repeated unsuccessful contact attempts must be escalated to the HOP.

- The DSL must be informed where the absence is unusual, unexplained or raises safeguarding concerns.
- Relevant placing schools, funders, caseworkers or commissioning organisations must be informed in accordance with the young person's placement arrangements.

Where a young person has an established pattern of non-attendance, staff should consider whether additional intervention is needed rather than repeatedly relying on daily calls alone.

All staff must follow the separate SCG Attendance Monitoring Procedure (see appendix) where a young person is missing from the provision or fails to return when expected.

7. CPOMS ATTENDANCE REPORTING

CPOMS must be used to record attendance-related concerns and interventions.

A CPOMS attendance incident report must be completed when a young person's attendance reaches 75% or below, or when their attendance drops by 20% from their established baseline.

This is an essential part of SCG's attendance monitoring and safeguarding arrangements.

The report must include:

- The young person's current attendance percentage.
- The date the concern was identified.
- Any known reasons for the attendance difficulties.
- Previous discussions or interventions.
- Contact made with parents/carers.
- Contact with placing schools, funders or caseworkers.
- Any safeguarding concerns identified.
- Actions already taken to improve attendance.
- Further actions planned.

- The agreed review date.

The report must clearly demonstrate what steps have been taken to understand and improve the young person's attendance.

7.1 EXPECTED INTERVENTIONS AT 75% ATTENDANCE OR BELOW

When attendance reaches 75% or below, or falls by 20% from baseline, HOPs are expected to consider and implement appropriate actions from the following:

1. Update stakeholders

- Inform the young person's caseworker, funder, placing school or referrer in writing.
- Share the attendance concern and any relevant information.
- Request support and input from relevant professionals.

2. Arrange a parental/carer meeting

- Arrange a meeting with the young person and their parent/carer.
- Invite relevant professionals where appropriate.
- Discuss attendance patterns and concerns.
- Identify what support may be needed to improve attendance.

3. Identify barriers to attendance

Explore the reasons behind the young person's non-attendance, which may include:

- SEND needs.
- Mental health difficulties.
- Anxiety and emotionally based school avoidance.
- Physical health conditions.
- Difficulties with transport.
- Family circumstances.
- Caring responsibilities.
- Peer relationships or bullying.
- Safeguarding concerns.

- Previous negative experiences of education.
- Difficulties with routines, transitions or engagement.

4. Develop an individual attendance action plan

Work with the young person, family and relevant professionals to create a realistic and achievable plan.

This may include:

- A temporary reduced timetable.
- A later start time or earlier finish.
- A phased return to provision.
- Home visits where appropriate.
- Positive incentives and encouragement.
- Online learning opportunities where suitable.
- Transport support or alternative travel arrangements.
- Additional pastoral or emotional support.
- A consistent member of staff to support engagement.
- A tailored timetable based on the young person's individual needs.

All interventions must be recorded on CPOMS and reviewed regularly.

8. 20% REDUCTION IN ATTENDANCE

SCG recognises that an attendance percentage of 75% or below is not the only indicator of concern.

For example, a young person whose attendance has historically been 100% but drops to 80% has experienced a significant reduction, even though their attendance remains at the SCG benchmark.

SCG therefore uses an additional attendance monitoring trigger of a 20% reduction from the young person's baseline.

The attendance tracker will automatically identify these reductions.

When this occurs, HOPs must:

- Review the young person's attendance history.
- Identify when and why the reduction has occurred.
- Speak with the young person and, where appropriate, their parent/carer.
- Consider whether there are emerging SEND, health, emotional or safeguarding concerns.
- Record the attendance concern and actions taken on CPOMS.
- Inform relevant stakeholders where appropriate.
- Consider whether an individual attendance action plan is required.

This approach ensures early intervention and prevents attendance difficulties from becoming more established.

9. LOW ATTENDANCE MONITORING FORM

SCG will use a central Low Attendance Monitoring Form to monitor young people whose attendance is a cause for concern.

The form is held within the SCG shared drive and is separated by provision using individual tabs.

Each HOP is responsible for ensuring that:

- Young people within their provision are added to the relevant tab.
- Attendance concerns are recorded accurately.
- Young people with attendance of 75% or below are included.
- Young people whose attendance has reduced by 20% from baseline are included.

- Attendance is reviewed and updated at least half-termly.
- Interventions and progress are monitored.
- Records remain accurate and up to date.

The Low Attendance Monitoring Form is an additional monitoring tool and does not replace the requirement to record attendance incidents and interventions on CPOMS.

The purpose is to provide an overview of attendance concerns across each provision and ensure that no young person is overlooked.

10. EMOTIONALLY BASED SCHOOL AVOIDANCE (EBSA)

SCG recognises that some young people experience significant anxiety or emotional distress associated with attending education.

Emotionally based school avoidance may be linked to:

- Anxiety and emotional wellbeing.
- Trauma or adverse childhood experiences.
- SEND and neurodiversity.
- Sensory difficulties.
- Social anxiety.
- Bullying or peer relationships.
- Family circumstances.
- Previous negative experiences of school.
- Mental health conditions.

SCG understands that simply expecting a young person to attend without addressing the underlying reasons may increase anxiety and further disengagement.

Our approach will focus on building trust, reducing barriers and supporting young people to reconnect with education.

Where appropriate, support may include:

- Individual attendance plans.
- A gradual or phased return.
- Reduced or adjusted timetables.
- Consistent staffing and positive relationships.
- Additional pastoral support.
- Home visits where appropriate.
- Regular communication with parents/carers.
- Multi-agency meetings.
- Access to online learning where suitable.
- Individualised incentives and positive reinforcement.

The aim is to improve attendance progressively and support young people to access their education as fully as possible.

11. SEND, MENTAL HEALTH & REASONABLE ADJUSTMENTS

SCG recognises that young people with SEND, disabilities, medical conditions and mental health needs may require additional support to attend regularly.

Attendance concerns must be considered individually and sensitively.

Staff should consider whether reasonable adjustments are required under the Equality Act 2010.

These may include:

- Adjusted start and finish times.

- Individualised timetables.
- Additional transition support.
- Visual timetables and reminders.
- Sensory adjustments.
- Additional pastoral support.
- Regular check-ins.
- Flexible approaches to reintegration.
- Liaison with SEND professionals and healthcare providers.

Where a reduced or part-time timetable is considered necessary, it must be agreed with the relevant placing school or commissioning organisation and parent/carer, where appropriate.

The arrangement must be documented, have clear objectives and review dates, and be used as a temporary supportive measure with a plan to increase access to education where appropriate.

A reduced timetable must not become an informal or indefinite arrangement.

12. PUNCTUALITY

SCG recognises that punctuality is an important part of developing positive learning and employment habits.

Young people are encouraged to arrive on time for their agreed sessions.

However, we recognise that lateness may be linked to anxiety, transport difficulties, family circumstances, SEND or other barriers.

Where a young person regularly arrives late, staff should:

- Record their arrival time.
- Explore the reasons for lateness.
- Discuss any barriers with the young person.
- Contact parents/carers where appropriate.
- Consider practical support or reasonable adjustments.

- Record ongoing concerns on CPOMS where appropriate.

Where lateness becomes persistent, an individual support plan may be developed.

The focus will be on understanding and resolving the reasons for lateness rather than automatically applying punitive measures.

13. WORKING WITH PARENTS, CARERS & EXTERNAL PROFESSIONALS

SCG recognises that improving attendance requires a collaborative approach.

We will work with:

- Parents and carers.
- Placing schools.
- Local authorities.
- Social workers.
- Caseworkers and funders.
- SEND professionals.
- Mental health professionals.
- Early Help services.
- Other relevant safeguarding and support agencies.

Where attendance becomes a concern, communication should be timely, clear and recorded.

Meetings may be arranged to discuss barriers, agree interventions and review progress.

For young people attending alternative provision, responsibilities and contact arrangements between SCG and the placing school or commissioning organisation must be agreed in writing.

This is particularly important to ensure that absence is followed up promptly and that safeguarding responsibilities are not overlooked between organisations.

14. CHILDREN MISSING EDUCATION & SAFEGUARDING

SCG recognises that repeated, unexplained or prolonged absence can be an indicator of safeguarding concerns.

Non-attendance may be associated with:

- Neglect or abuse.
- Child sexual exploitation.
- Child criminal exploitation.
- County lines.
- Domestic abuse.
- Mental health difficulties.
- Family instability.
- Young people going missing from home or care.
- Young carers' responsibilities.
- Other risks within the home or community.

Staff must remain alert to changes in attendance, including sudden disengagement, repeated unexplained absence, frequent lateness and missing episodes.

Where concerns arise:

- Staff must inform the DSL promptly.
- The DSL will consider the circumstances and any known safeguarding risks.
- Contact must be made with parents/carers and relevant professionals as appropriate.
- The placing school or local authority must be informed in line with the agreed placement arrangements.
- Referrals to children's social care or other safeguarding agencies must be made where appropriate.
- All actions and decisions must be recorded on CPOMS.

SCG will maintain accurate attendance information and ensure that unexplained absence is not left unchallenged between organisations.

Where a young person has a social worker, child protection plan or child in need plan, attendance concerns must be considered alongside their wider safeguarding and welfare needs.

SCG will work with relevant professionals to ensure that appropriate support is provided.

15. HOME VISITS

Where appropriate, home visits may be considered as part of an attendance intervention strategy.

Home visits may help staff to:

- Re-establish contact with a young person.
- Understand barriers to attendance.
- Offer reassurance and support.
- Engage with parents/carers.
- Discuss an appropriate return-to-learning plan.

Home visits must be undertaken in accordance with SCG's relevant safeguarding, lone-working and health and safety procedures.

A home visit must not replace safeguarding referrals or emergency action where these are required.

All home visits and outcomes must be recorded appropriately.

16. POSITIVE REINFORCEMENT & REWARDS

SCG believes that positive encouragement and recognition can help young people develop more positive relationships with education.

We will recognise both good attendance and individual improvements.

Recognition may include:

- Verbal praise and encouragement.
- Positive feedback to parents/carers.
- Certificates or awards.
- Individual attendance targets.
- Small incentives where appropriate.
- Recognition of improved engagement and punctuality.
- Celebrating progress towards agreed attendance goals.

SCG recognises that for some young people, attending even one additional session may represent a significant achievement.

Rewards and recognition will therefore be individualised, fair and sensitive to each young person's circumstances.

Students will not be disadvantaged because of disability-related or unavoidable medical absence.

17. ATTENDANCE MEETINGS & REVIEWS

Attendance will be reviewed regularly at individual provision level and through SCG's wider monitoring arrangements.

The Low Attendance Monitoring Form will be reviewed at least half-termly.

Where a young person's attendance remains a concern, HOPs should review:

- Current attendance percentage.
- Changes from baseline attendance.
- Reasons for absence.
- Previous interventions.
- Effectiveness of the attendance action plan.
- Parent/carer engagement.
- Input from external professionals.
- Any emerging safeguarding concerns.

Where progress is not being made, further intervention should be considered.

This may include additional parental meetings, home visits, multi-agency meetings, revised timetables or further support from the placing school or local authority.

18. DATA PROTECTION & CONFIDENTIALITY

Attendance information is personal data and must be handled appropriately.

SCG will ensure that:

- Attendance records are stored securely.
- CPOMS is used appropriately to record attendance and safeguarding concerns.
- Access to attendance information is restricted to authorised staff.
- Information is shared with placing schools, local authorities and relevant professionals where there is a lawful basis.
- Personal information is handled in accordance with UK GDPR and the Data Protection Act 2018.

Confidentiality must not prevent staff from sharing information where this is necessary to safeguard a young person.

19. MONITORING & POLICY REVIEW

SCG will regularly monitor the effectiveness of its attendance procedures.

Monitoring will include:

- Overall attendance across each provision.
- Young people with attendance of 75% or below.
- Young people whose attendance has dropped by 20% from baseline.
- Completion of daily registers by 10:30am.
- Recording of daily attendance calls on CPOMS.
- Completion and updating of attendance incident reports.
- Completion of Low Attendance Monitoring Forms.
- Effectiveness of individual attendance action plans.
- Safeguarding concerns relating to absence.
- Improvements in attendance over time.

This policy will be reviewed:

- At least annually.
- Following significant changes to SCG provisions.
- Following changes to relevant legislation or statutory guidance.
- Following an identified need to improve attendance procedures.

All staff will be informed of any significant changes.

20. POLICY APPROVAL

Organisation: Sporting Chances Group
Policy: Attendance & Punctuality Policy
Policy owner: Sporting Chances Group
Approved by: David Johnson
Position: Director
Signature: D. Johnson
Date: November 2026
Next review due: November 2027

APPENDIX:
SCG ATTENDANCE MONITORING PROCEDURE

YP = Young Person, **Police** = Call 999

NON-ARRIVAL AT PROVISION

Risk Assessments

Risk assessments should be completed on each YP, particularly those that are prone to unexplained or unauthorised absence (incl. truancy).

→

Attendance Registers

Registers are to be completed and submitted into SCG Admin by 10:30am. Attendance emails should be sent to funders.

→

Initial Investigation

If a YP has not arrived by 11AM, parents/carers should be contacted by phone to query their whereabouts, including looking into any transport issues.

→

Whereabouts Cannot be Established

If it is believed by parents/carers that the YP left to attend the Provision but they have not arrived by 11AM, and there are no transport issues, then the **Police** should be contacted.

LEAVING THE PROVISION WITHOUT PERMISSION

Absconding

Should a YP abscond from site, 1 member of staff should follow by foot and another by car encouraging the YP to return to the setting. As far as possible, eyes should always remain on the YP. Both members of staff should have their phones in the instance that an emergency call needs to be made or they need to communicate with one another.

→

Unsafe

If the YP is acting in an unsafe way (i.e. not observing road safety protocols) then the decision may be made to skilfully restrain the YP and return them by car or to call the **Police**.

→

Post-Incident Review & Response

Leaving without permission will normally result in next-day exclusion, subject to review of the circumstances, safeguarding risks and individual needs. Parents/carers and the placing organisation will be informed and involved as appropriate. The risk assessment will be updated and support and safety measures agreed on to mitigate reoccurrences.

→

Communication

If sight of YP is lost, then the **Police** must be contacted and the search continued. Parents/Carers must be informed and kept updated on the status of the incident. The occurrence must be reported to the DSL and an Incident Report completed.