

NEWANGLE

Attendance Policy

September 2026

Next review due by: September 2027

1. Policy Statement

N3W ANGLE is committed to supporting the regular attendance and active engagement of every young person we work with. We recognise that many of the young people referred to us have a history of poor attendance, exclusion, or disengagement from education. Improving attendance and building consistent engagement is often central to the outcomes we are working towards.

Attendance monitoring is also a safeguarding function. A young person who does not attend a session without explanation – particularly one who is known to be at risk – is a potential welfare concern that requires a prompt response. This policy sets out how N3W ANGLE notes attendance at its sessions, communicates that information to referring schools and agencies, and responds when a young person does not attend.

N3W ANGLE works in close partnership with referring schools, pupil referral units, the Youth Justice Service, and other agencies. Our approach to attendance is designed to support those partnerships and to ensure that the school or agency responsible for a young person always has timely and accurate information.

2. Scope

This policy applies to attendance at all N3W ANGLE sessions, including:

- School and PRU-based mentoring and intervention sessions
- Community-based group sessions
- 1:1 mentoring in any setting

It applies regardless of whether sessions take place in a school, PRU, community venue, or any other location.

This policy applies across N3W ANGLE and covers sessions delivered by both N3W ANGLE CIC and N3W ANGLE Collective Ltd. Throughout this policy, references to "N3W ANGLE" mean both organisations unless otherwise stated.

3. Legislative Context

This policy has regard to the following legislation and guidance:

- Children Act 1989 and 2004
- Education Act 1996
- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children 2026
- Data Protection Act 2018 and UK GDPR

N3W ANGLE is not a school and does not hold statutory responsibility for school attendance. That responsibility remains with the young person's school or, where they are not on a school roll, with the local authority. N3W ANGLE's role is to note attendance at its own sessions, communicate that information promptly to the responsible school or agency, and respond appropriately when a young person does not attend.

4. Recording and Communicating Attendance

At the start of each session, the lead staff member notes which young people are present and which are absent. This is a straightforward record of who attended – N3W ANGLE does not operate a formal registration system or use attendance codes.

The lead staff member is responsible for communicating attendance information to the referring school or agency on the same day as the session, in line with the commitments set out in Section 5 below. Any welfare concern noted during the session is also reported to the DSO on the same day.

5. Reporting Attendance to Schools and Agencies

N3W ANGLE is committed to keeping referring schools and agencies informed of attendance at our sessions. This commitment forms part of our Letter of Assurance to partner schools and reflects the requirements of KCSIE 2026 regarding alternative provision.

5.1 Daily attendance updates

For young people placed with N3W ANGLE by a school or agency, we will contact the school or agency on the day of each session to confirm whether the young person attended. This update will be provided by the lead staff member or the DSO by 4.00pm on the day of the session, or as soon as possible where a session ends later than this.

The update will confirm whether the young person was present or absent. Where the young person was absent and a reason is known, we will include it. Where no reason is known, we will say so and confirm the steps we are taking (see Section 6).

5.2 Half-termly updates

In addition to daily updates, N3W ANGLE will provide the placing school or agency with a brief written attendance and engagement summary at least once per half term. This will cover:

- Whether the young person has been attending their sessions
- A brief note on engagement and progress
- Any attendance concerns and what has been done to address them
- Agreed next steps

5.3 Immediate notification

The following must be reported to the placing school or agency on the same day, outside of the normal reporting cycle:

- A young person who does not attend and whose whereabouts cannot be established
- Any safeguarding concern arising during a session
- Any significant incident involving the young person
- Any change in engagement or behaviour that suggests a welfare concern

6. When a Young Person Does Not Attend

6.1 Initial response

Where a young person is expected at a session and does not arrive, the lead staff member will contact the referring school or agency within 30 minutes of the expected start time. We will not wait until the end of the session.

Where a reason for the absence has been provided in advance by the school, the young person's parent or carer, or the young person themselves, we will record it and include it in the daily update to the school. No further action is required unless a pattern of absence emerges.

6.2 Where no reason is known

Where no reason has been given and the school is also unable to account for the young person's whereabouts, the DSO will be notified immediately. The DSO will then:

- Attempt to contact the young person's parent or carer using the contact details held
- Escalate to the young person's social worker or key worker where one is known
- Contact Thames Valley Police if there is reason to believe the young person may be at risk of harm
- Record all steps taken and decisions made

The threshold for escalation will be lower for young people who are Looked After, subject to a Child Protection Plan, or known to be at risk of exploitation. For these young people, the absence should be treated as a potential safeguarding concern from the outset.

6.3 Patterns of non-attendance

Where a young person repeatedly misses sessions, the DSO will raise this with the referring school or agency and agree next steps. This may include an outreach conversation with the young person, a review of the session format or location, or a referral back to the placing agency if engagement cannot be re-established. Where appropriate, this may include a referral to Family Help in line with local safeguarding arrangements.

7. Responsibilities

Who	Responsibilities
Lead staff member / mentor	Note who is present at the start of each session. Contact the referring school or agency within 30 minutes if a young person does not arrive without explanation. Communicate attendance to the DSO and referring agency on the same day. Report any welfare concerns arising during the session.
DSO (Thomas Jarvis)	Maintain oversight of attendance across all sessions. Lead on the response to unexplained non-attendance. Escalate safeguarding concerns. Ensure half-termly updates are provided to referring schools and agencies. Maintain attendance records securely.

DDSO (Simeon Holder)	Act in the DSO's absence in all attendance and safeguarding matters.
Directors	Review attendance patterns at least half-termly. Ensure this policy is implemented and reviewed annually.
Referring schools and agencies	Notify N3W ANGLE in advance where a young person will not be attending. Respond promptly when N3W ANGLE makes contact following a non-attendance. Provide relevant context about the young person's attendance history and any known risk factors at the point of referral.
Parents and carers	Notify N3W ANGLE before the session start time if their child will not be attending, using the contact details provided at the point of referral. Keep N3W ANGLE informed of any changes to their contact details.

8. Record Keeping

N3W ANGLE maintains a record of attendance at all sessions, held securely by the DSO in accordance with UK GDPR and the Data Protection Act 2018. Records are retained for a minimum of seven years from the date of the young person's last session with N3W ANGLE.

Attendance information may be shared with referring schools, agencies, local authorities, or funders where this is necessary and proportionate. All data sharing is consistent with N3W ANGLE's data protection obligations.

9. Review

This policy is reviewed annually. The DSO is responsible for ensuring the review takes place and that any changes to legislation, guidance, or N3W ANGLE's working practice are reflected in the updated policy.

Key Contacts

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