



EduDiverse

Attendance Policy



Attendance

Introduction & Purpose

This Policy applies to all students who attend alternative provision sessions at EduDiverse.

The overarching responsibility to record attendance and report to the Local Authority rests with the commissioning school or the Local Authority directly for children who are Educated Other than at School. However, it is the responsibility of EduDiverse to ensure that sessional attendance is recorded, monitored and communicated to our commissioning partners.

Policy Principles & Values

EduDiverse believe a high level of attendance to be essential for sessions to be successful in supporting students to meet their individualised outcomes.

Procedures

If a student is absent from session, the commissioning school or Local Authority must be notified immediately in order for the student's whereabouts to be confirmed. This should be done via telephone at 9am or soon as is practical taking into consideration a range of pick up times.

Schools must notify EduDiverse when a learner has been authorised absence.

Lead Learning Mentor to record daily attendance using Attendance Register when completing daily reporting.

Attendance mark must be added to the student's sessional report.

Half Termly reports record the number of sessions attended (e.g. 5/6)

Yearly Reporting to communicate attendance as a percentage.

If a student has two consecutive unauthorised absences this should be raised as a concern with the commissioning school or Local Authority.

Attendance in any term below 90% should trigger a discussion with the commissioning school or Local Authority.

Persistent non-attendance over the course of a term should be considered an indicator that EduDiverse may not be the right provision for that specific young person. That said, we understand that every student comes to us with individualised needs and we are committed to supporting school and wider agencies in getting hard to reach young people to attend education.

This policy was last reviewed on:

Date: 30/08/2025

Signed: James Ranson (DSL)