

Policy 26

Attendance Policy 2025/2026

The purpose of this policy is to set out the steps which are taken to ensure that schools and local authorities are made aware of attendance levels of their students who attend Reach.

26.1 Checking in

26.1.1 Sessions start daily at 09:30 for groups and at 09:30 or 12:30 for one-to-one. Staff are required to check in within 15 minutes of the session start time (09:45 or 12:45). This is ideally done via WhatsApp so a record can be kept of communications. If after 30 mins of session starting (10:00 or 13:00) Reach will call to try and contact the Youth Worker to ascertain the student's attendance and if everything is ok. If Reach still hear nothing from the Youth Worker after this Reach will contact the next of kin.

26.1.2 While the Duty team are receiving these updates their attendance spreadsheet is updated to show any blanks that require a follow up with the above steps. From this Reach will contact all schools and local authorities by 1pm to update them on any non-attendance and provide a reason as to why. This will either be via phone call, email, text or attendance software i.e Studybugs. Reach have individual relationships with all schools and local authorities, so this determines which one of the above communication types both parties have agreed upon.

26.1.3 If Duty is away then there are notes attached to the spreadsheet detailing how to contact each school for attendance.

26.2 Safeguarding and Attendance

26.2.1 Reach conduct a daily briefing where the safeguarding team discuss the safeguarding needs and concerns for the young people attending sessions. Any students who have missed 2 sessions so far in a term are discussed to see if any support can be provided to the young person or Youth Worker.

26.2.2 If a student misses 3 sessions in a row, then this will trigger a safeguarding concern which will be followed by the safeguarding team.

26.2.3 If a student who has an acute safeguarding level misses 1 session, then this will immediately trigger a safeguarding concern which will be followed up by the safeguarding team.

Any further questions regarding guidelines in this policy then please contact one of the leadership team.

To ensure the effectiveness of this document our 'Attendance' policy will be reviewed annually.

Signed:



Date: 02/09/2025

Dan Palmer

Founder / Director