

## Attendance Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This provision is committed to helping all students attend The Green Room Foundation continuously and successfully in order for them to achieve the best possible outcomes.

This policy refers to:  
 Part 1 - GRK, GRW and GRC  
 Part 2 - GRPK

Owner: DH/WAA&CF/KLF&BT/CAS/GRPKJR

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 16	March 17	October 16	2	October 17
		October 17	3	October 18
		January 19	4	January 20
		November 19	5	November 20
	<b>EMERGENCY REVIEW</b>	<b>May 20</b>	<b>6</b>	<b>May 21</b>
	GRK Review	January 21		
	GRW Review	January 21		
	GR6 Review	January 21		
	Overall Review	January 21	7	January 22
	GRK Review	January 22		
	GRW Review	January 22		
	GRC Review	January 22		
	Overall Review	January 22	8	January 23

	GRK Review	January 23		
	GRW Review	January 23		
	GRC Review	January 23		
	Overall Review	January 23	9	January 24
	Additional Review by Head of Culture	Feb 23	10	Feb 23
	Overall Review	January 2024	11	January 2025
	Overall Review	January 2025	12	January 2026
	Overall Review	January 2026	13	January 2027

## Part 1

### Introduction

At The Green Room, we understand the issues that stop students feeling they can attend the provision, be it physical or online. It puts in place varied support, including cultural, practical and therapeutic measures to help every student attend continuously and successfully, and to help their parents/carers to support them appropriately.

Each student is assisted in accordance with their needs to facilitate their transition from their previous education to The Green Room, and all our staff work together with the students to achieve their goals. We consistently offer encouragement and support throughout the student's time at The Green Room, and if attendance decreases noticeably for some reason after transitioning to The Green Room, we provide a tailored plan to get the student back on track.

Like all provisions, there are rules and procedures imposed on us by law which we have to comply with. These are explained below. Additionally, if our approach does not work with a student we are obliged to carry out our 5-step sanction programme, which is also explained below and in the attached flowchart.

It should be stressed the sanction programme is only undertaken after all other avenues of support have been exhausted.

Our aim is to be proactive as opposed to reactive in regards to attendance. If we see attendance issues arising we will do our best to keep them on track. Similarly if at home there are any hints of future attendance being a problem, it is essential to keep us informed. Our first option is communication.

### Our Registration Process

- The Green Room’s Student Roll includes the names of all students on single or dual roll with The Green Room from the first day of the academic year.
- As students come on roll, their names are added.
- A student’s name is not removed from roll without the permission of the Head of Provision.
- A student’s presence or absence is registered in both the morning and the afternoon.
- The registration process conforms to Department for Education regulations.

Morning Session Registration:

Provision	Start Time ‘Arrival’	1st Activity	Late registration mark after:
GRW	9.10 - 9.45	Circle Time 9.50 - 10	9.45 - 10
GRK	9.30 - 9.45	Tutor 9.45 - 10	9.45 - 10
GRC	9.30 - 9.45	Morning Meeting 10 - 10.15	10am

- All students are registered subject to attendance codes detailed in government guidance: <https://www.gov.uk/government/publications/school-attendance>
- Students arriving after this time should follow the procedures as in the ‘Lateness’ section.
- All students are registered for a second time at afternoon registration.
- When the circumstances relating to an absence are not known initially, the registrar should enter an N in the register. Once the reason for absence becomes known, the correct reason is subsequently added.
- If a student does not attend a registration a member of staff will attempt to locate them as soon as possible. If it is morning registration, the parents/carers will be phoned, and texted to record the interaction. It is a priority to ensure The Green Room knows the whereabouts of every student. If the provision’s office does not succeed in contacting parents/carers, a member of the Senior Leadership Team (SLT) will make contact.
- A staff member should make every effort to locate the student before initiating the ‘Missing Student Procedure’.

Students are in the duty of care of The Green Room from when they arrive to when they leave, unless they are travelling in a Council-funded taxi. In which case, the taxi is considered an extension of the provision and thus duty of care does not end until the taxi journey arrives at its predetermined destination. If a student refuses a taxi, changes the taxi’s destination themselves or cancels a taxi themselves, it will be viewed as absconding and the appropriate sanction will be applied.

The Green Room can alter taxis (via the council transport departments) and subsequently inform parents/guardians, and vice versa. Students may never alter taxis.

## Lateness

Students are late if they arrive after the provision-day has started. Students will be marked as late unless there is an unavoidable reason. Students arriving at the physical provision after the morning registration must sign-in at the provision's office, giving the time of their arrival and the reason for their lateness. Students' lateness for Virtual Provision will be noted by staff.

## Authorised Absence

Authorised absence will be granted at the discretion of The Green Room Foundation's senior teams.

The provision must be informed on the first day of absence, to the relevant Green Room office before 9:00 am, even though the absence may continue. Each day a student is away from the provision, parents/carers should inform the relevant office to inform the provision of the student's absence and the reason behind it, between 8.30-9.00am

If a student is present but needs to leave the provision during the day, for an authorised reason, it is the responsibility of parents/guardians to inform the provision office of the date and time at least 1 day in advance, providing supporting documentation where appropriate. This process relieves The Green Room Foundation of their duty of care towards the child for that particular day. If this process is not followed, The Green Room Foundation will still consider that student under its duty of care, and thus the student will be considered to be absconding. We ask parents/carers on admission to avoid routine appointments during the provision day.

## Unauthorised Absence

'Unauthorised absence' is where The Green Room has not given approval in advance or has not accepted an explanation offered afterwards. All authorisation of planned absence is at the discretion of the head.

A student calling the provision office themselves, as opposed to a parent/carer, to declare themselves absent will be recorded as 'Unauthorised', unless that student is over 18 years of age and that students' parent/carer has granted approval.

Every half-day (equivalent to one session) absence from the provision has to be classified as either 'Authorised' or 'Unauthorised'. This is why the cause of any absence is always required from a parent/carer.

By not authorising an absence, The Green Room Foundation is stating that either a reason has not been provided, or the reason provided is not acceptable.

The reason, or absence of reason for a student's absence is recorded on the daily register in Arbor.

## Illness

In most cases a telephone call from the parent or guardian informing the provision that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, etc.

## Persistent Absence

A student is deemed to be a persistent unauthorised absentee when they miss 20% or more of their potential attendance across two weeks of provision. All absence is monitored and parents/carers will be notified if their son or daughter is identified as being at risk of becoming a persistent absentee.

Students that are 'Missing from Education' are to be monitored closely at The Green Room. This includes those part time students, students on adapted timetables, those attending other provisions and always review this with updates as we are very aware that these students are exposed to additional safeguarding risk. This is reviewed regularly, spoken about at SLT and staff meetings and where possible we work with parents.

Students 'Absent from Education' for example persistent absentees (previously missing in Education) are recognised as vulnerable to risk.

## Rewards

The Green Room Foundation rewards, recognises and celebrates 100% attendance. As with all our behaviour policies, a positive approach to good attendance is more vital than placing sanctions on poor attendance.

## Sanctions

If attendance does become a problem, we will pursue the following steps. Please read the process below. You may also find the Sanctions within Attendance flowchart useful - see [Appendix A](#)

STEP 1: If it becomes clear that absence is an issue, The Senior Leadership team will conduct an informal meeting with the identified student. The purpose of which will be to determine the reasons for absence and to agree a tailored plan to support the student returning to the provision. This plan will include an agreed timescale for significant improvement.

STEP 2: If attendance does not improve significantly within the timescale agreed with the student in Step 1, The Green Room will request and conduct a meeting with the Parents/Carers of the identified student. The purpose of which will be to improve communication between the provision and home regarding absence. Reasons for absence and measures for improving it will

also be discussed, and a tailored plan of support for the student will be agreed between all parties. This plan will include an agreed timescale for significant improvement.

STEP 3: If attendance does not improve significantly, a Student Contract will be formalised with the student. This contract will include an agreed timescale for significant improvement.

STEP 4: If attendance still does not improve significantly a Parenting Contract will be formalised with the relevant parent/carer. A parenting contract is a formal written signed agreement between parents and either the local authority or the governing body of a provision and should contain:

- A statement by the parents that they agree to comply for a specified period with whatever requirements are set out in the contract.
- A statement by the local authority or governing body agreeing to provide support to the parents for the purpose of complying with the contract.

The Parent Contract will include an agreed timescale for significant improvement. A copy of the contract can be shared with the local authority concerned.

STEP 5: In the result of attendance not improving after all the above measures have been exhausted, the Senior Leadership Team of the relevant provision will discuss the following two options:

1. An emergency annual review will be called to review the student's placement at The Green Room.
2. The issue of a Local Authority supported Penalty Notice, which is followed by a fine (please refer to The Law section with regard to Penalty Notices and Fines).

Any student on any adapted timetable or under attendance review will be monitored closely and documentation kept. This will be done every two weeks unless closer review is appropriate.

## The Law

### Admission and Attendance Registers:

- The law mandates that every provision maintains both an admission register (specifying enrolled students) and an attendance register (recording daily attendance).
- All students, irrespective of age, must be recorded on both registers.

### Expected First Day of Attendance:

- Provisions are obligated to include students on the admission and attendance registers from the agreed-upon first day of attendance.
- The expected first day is typically the commencement of the academic year at the provision, though exceptions may apply.

### Preservation of Registers:

- All entries in the admission and attendance registers must be preserved for a duration of three years from the date of entry.

#### Students at Risk of Missing Education:

- Provisions must notify the local authority when students are to be removed from the admission register due to reasons such as home education, change of residence, medical conditions, custody, or permanent exclusion.
- The local authority should be informed in advance of any deletion, and specific conditions are outlined for notification.

#### Offences and Penalties:

- Section 444(1) of the Education Act 2011 outlines an offence when a child is absent without authorization, and sanctions may include fines.
- Section 444(1A) constitutes an aggravated offence if the parent was aware of the absence and failed to act, resulting in more severe penalties.
- The Education (Penalty Notices) Regulations 2007 detail the penalty notice scheme, including fines issued by the Local Authority.

### Expected First Day of Attendance

Students must be entered on the admission register and attendance register from the beginning of the first day on which it is agreed that the student will attend.. For most students the expected first day of attendance is the first day of the academic year, however, with the nature of admissions at The Green Room, this may not always be the case.

### Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

### Students at Risk of Missing Education

All provisions must inform their local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of the provision by their parents and are being educated outside the provision's system e.g. home education.
- Have ceased to attend the provision and no longer live within a reasonable distance of the provision at which they are registered.
- Have a medical condition certified by the provision that the student is unlikely to be in a fit state of health to attend The Green Room Foundation.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the provision at the end of that period.
- Have been permanently excluded.

The local authority should be notified in advance of the deletion, when the provision becomes aware that the deletion will be made.

All provisions must agree to inform the local authority of any student of compulsory education age who fails to attend the provision regularly, or has been absent without the provision's permission for a continuous period of 10 days or more.

If a registered student of compulsory education age fails to attend the provision regularly, the parent could be guilty of an offence under section 444 Education Act 1996.

Parents can seek advice from [childlawadvice.org.uk](http://childlawadvice.org.uk) [link here](#)

Provision attendance and absence government guidance for parents [link here](#)

Relevant Legislation (as at August 2020) [link here](#)

## Part 2 Attendance at GRPK

### Introduction

The Green Room Project, Kingsley is committed to ensuring that all students receive a high quality education in a safe and supportive environment. As a part time Alternative Provision, we recognise that we work in partnership with referring provisions and local authorities.

This policy outlines our statutory obligations and the procedures we use to monitor attendance, safeguard students, and ensure that referring provisions can accurately maintain their admission and attendance registers.

### Dual Registration and The School Roll

The student must remain on the roll of the referring school.

- Dual Registration: Most students attending The Green Room Project are Dual Registered. The referring school is the Main (M) setting, and The Green Room Project, Kingsley is the Subsidiary (S) setting.
- Off-Rolling: We will not support any arrangement that involves off-rolling. Students must not be removed from the referring school's roll unless they are transferring to a different full-time setting or have been formally permanently excluded.

### Attendance Codes for Referring Schools

To comply with the 2024/2025 register updates, referring schools must use the following codes for sessions the student spends at our provision:

Code	Description	Usage for this Provision
Code D	Dual Registered	Used when the student is expected to be at The Green Room Project. This does not count as an absence for the provision's statistics.

Code K	Section 19	Used only if the Local Authority has arranged the provision due to medical needs or exclusion.
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## Daily Monitoring and Communication

The referring school retains the legal duty of care. To support this, The Green Room Project operates the following daily registration protocol:

- Registers are taken twice daily: AM session at 9.15am (KS2) or 9.30am (KS3/4) and PM session at 12.30pm (KS2/3/4)
- Arrivals after 9.30am (KS2) or 9.45am (KS3/4) will be marked as L (Late).
- If a student is absent without a prior notification, we will call the parent/carer by 09:30am. If no contact is made, the referring school will be notified immediately to trigger their safeguarding/first-day calling procedures.

Session Registration Times:

Session	Session Timings	Registration Window	Late Registration Mark Incurred
KS2 Morning Session	9.15am - 12.15pm	9.00am - 9.15am	9.30am
KS2 Full Day Session	9.15am - 2.15pm	9.00am - 9.15am	9.30am
KS3/4 Session	9.30am - 2.30pm	9.15am - 9.30am	9.45am

## Authorised and Unauthorised Absences

The Green Room Project, Kingsley follows the statutory definitions of authorised and unauthorised absence as set out by the Department for Education. However, the final decision on which code to record, rests with the referring school as the primary register holder.

- **Authorised Absence:** This includes illness, medical appointments (where evidence is provided), religious observance, or exceptional circumstances agreed upon in advance. We require parents/carers to notify us by 09:00 AM on the day of absence.
- **Unauthorised Absence:** If no reason is provided, or if the reason does not meet DfE criteria (e.g., family holidays, birthdays, or "tiredness"), this will be reported to the provision as unauthorised.
- **Persistent Absence (PA):** Any student whose attendance falls below 90% is classified as a Persistent Absentee. In such cases, The Green Room Project, Kingsley will mandate

an emergency review meeting with the school and parents/carers to identify barriers to attendance and review placement.

## Commissioning and Placement Credits

To maintain the stability and quality of our provision, the following financial and operational rules apply to all commissioned placements:

- Placements are commissioned as a fixed number of sessions per week. These slots are reserved exclusively for the named student.
- If a student is absent, whether the absence is authorised or unauthorised, the session is still charged at the full rate. Absences will not result in additional add-on sessions or credits applied to the placement at a later date.
- Due to our staffing ratios and resources being allocated based on commissioned slots rather than daily attendance, we cannot roll over missed time to subsequent weeks or terms.

## Data Sharing & The 2026 School Census

Under the Education (Information about Individual Students) (England) (Amendment) Regulations 2024, referring schools must provide specific AP data to the DfE. We will provide the following to the school upon request:

- Our URN (Unique Reference Number).
- The primary reason for the AP placement.
- Date of entry and anticipated date of exit.
- Number of sessions attended per week.

## Quality Assurance and Reviews

As per statutory guidance, the placement must be regularised and reviewed:

- Monitoring and Review will occur every 6 weeks to review attendance and progress
- The referring school's staff link and or DSL is invited to conduct termly site visits to ensure the provision remains suitable.

## Legal Framework

This policy meets the requirements of the following 2024–2026 legislation:

- The Provision Attendance (Student Registration) (England) Regulations 2024
- Working together to improve provision attendance (Statutory Guidance, updated 2024)
- Keeping Children Safe in Education (KCSIE) 2025/2026
- Section 19 of the Education Act 1996 (where applicable for LA-funded placements)

## Conclusion

In fostering a positive learning environment, we urge parents and students to recognise the profound impact of consistent attendance. Regular provision attendance is not merely a requirement but a gateway to unlocking the full spectrum of educational opportunities. It's about nurturing curiosity, building character, and preparing for a successful future beyond the provision.

This policy is approved by the CEO of The Green Room Foundation Ltd.

Date

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CEO

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