



Attendance, Absence and Missing Student Policy

Brighton Forward Post 16 SEN and Alternative Provision

Introduction

This policy sets out the principles, procedures, and expectations for attendance, absence, and missing student management at Brighton Forward Post 16 SEN College and Alternative Provision for KS4. It is designed to ensure compliance with the relevant statutory guidance and KCSIE. The policy aims to promote regular attendance, safeguard all students (including those with SEND and in alternative provision) and provide clear, robust procedures for responding to absence and missing student incidents. It applies to all Post-16 SEND learners and KS4 students attending through alternative provision arrangements.

Aims

- Promote and secure high levels of attendance for all students, recognising its importance for learning, wellbeing, and future opportunities.
- Ensure rapid identification and effective response to absence and missing student incidents, minimising risk and safeguarding all students.
- Foster a culture of high expectations, personal responsibility, and positive attitudes towards attendance.
- Provide tailored, person-centred support for students with SEND and those at risk of persistent absence or absconding.
- Ensure compliance with statutory requirements and inspectorate expectations, including accurate recording, monitoring, and reporting.
- Engage proactively with parents/carers, home schools, and external agencies to support attendance and address barriers.
- Regularly review and improve attendance and missing student procedures, informed by data and student voice.

Statutory Requirements

- Maintain accurate attendance registers and monitor attendance in accordance with the Education Act 2002.

- Implement robust procedures for identifying and responding to children missing education, as per CME Statutory Guidance (2025).
- Follow Keeping Children Safe in Education (KCSIE, 2025) for safeguarding, including escalation protocols for unexplained absence.
- Make reasonable adjustments and provide personalised support for students with SEND, as required by the SEND Code of Practice (2024).
- Ensure non-discriminatory practice in line with the Equality Act 2010.
- Assess and manage risks associated with absconding or missing students, in accordance with the Health and Safety at Work Act 1974.
- Maintain clear arrangements for attendance monitoring, safeguarding, and communication with home schools and local authorities, as per Alternative Provision Statutory Guidance (2025).
- Ensure all staff are trained in attendance, absence, and missing student procedures.

Roles and Responsibilities

Role	Key Responsibilities
Senior Leadership Team	Oversee policy implementation, ensure compliance, review effectiveness and lead safeguarding response.
Designated Safeguarding Lead (DSL)	Lead on safeguarding, coordinate response to missing students, liaise with external agencies.
Lead Facilitator	Complete registers, contact parents/carers, support searches, and implement daily procedures. Monitor registers, oversee attendance procedures, escalate concerns, communicate with home schools.
All Staff	Maintain accurate records, follow escalation protocols, participate in searches and attend training.
Students	Attend regularly, communicate absences, engage with support, and participate in attendance education.
Parents/Carers	Ensure regular attendance, report absences promptly, and engage with support and intervention.

Inclusion

- All attendance and absence procedures are adapted to meet the diverse needs of students, including those with SEND, mental health needs or trauma histories.
- Reasonable adjustments and personalised support plans are provided, in line with the SEND Code of Practice.
- Communication is accessible and culturally sensitive, with interpreters or alternative formats as required.
- Student voice is valued; students are involved in developing their own support plans and strategies.
- Barriers to attendance are identified and addressed through multi-agency working and trauma-informed practice.

Professional Development

- All staff receive annual scenario-based training on attendance, absence and missing student procedures, including safeguarding and escalation protocols.
- Training includes updates on statutory guidance, risk assessment, trauma-informed approaches, and multi-agency working.
- New staff are inducted in attendance and safeguarding procedures as part of their onboarding.
- Staff are supported to reflect on practice and share learning through team meetings and supervision.

Monitoring and Review

- Attendance and absence data is monitored daily and analysed termly by the Senior Leadership Team.
- The effectiveness of procedures and interventions is reviewed at least annually, with input from staff, students, and parents/carers.
- Risk assessments and support plans are reviewed regularly and updated as needed.
- Policy is reviewed annually or in response to changes in statutory guidance or inspection findings.
- Findings from monitoring and review inform continuous improvement and staff training priorities

Attendance Monitoring

Morning registers close at 9:30am.

If a KS4 student has not arrived and the reason is unknown, the home school DSL must be informed within 30 minutes for KS4.

For Post 16 Students will be contacted and if no response parents will be contacted.

Risk Assessments and Flight Risk

All students have individual risk assessments (where required) which may include risks such as leaving the premises without permission (flight risk). Strategies may include increased supervision, movement monitoring, and staff briefing.

Procedure: Student Does Not Arrive

1. Check registers and transport updates.
2. Contact parent/carer.
3. Contact home school DSL within 30 minutes (KS4).
4. Inform Programme Lead if unexplained absence continues.

Procedure: Student Missing From Site

1. Conduct headcount.
2. Inform Programme Lead or Senior Leader.
3. Search internal and external areas.
4. Check exits and last known location.
5. Inform DSL.
6. Contact parents and home school (KS4).
7. Contact police if student cannot be located.

Abducting / Leaving Site Protocol

If a student leaves the premises without permission staff must not place themselves at risk. Staff should attempt verbal engagement where safe and immediately notify senior staff. Police may be contacted if risk is high.

Risk Rated Missing Student Response

Risk Level	Indicators	Response
Low	Student likely nearby, known behaviour	Search site and monitor
Medium	Student left site, known vulnerabilities	Inform DSL and parents
High	Safeguarding risk or vulnerable student	Immediate police contact

KS4 Safeguarding Escalation Table

Situation	Action	Responsible
Student absent	Contact parent/carer	Site Team
Unknown absence	Notify home school and their DSL within 30 minutes	Lead Facilitator / Programme Lead
Student missing	Search and inform DSL /Lead Facilitator	All staff
Student not found	Contact police / home school	Senior Leader / DSL

Links to Other Policies

- Safeguarding and Child Protection Policy
- SEND Policy
- Health and Safety Policy
- Data Protection and Confidentiality Policy
- Alternative Provision Policy

Brighton Forward is committed to reviewing its policies and good practice annually.

Reviewed by: Laura Vallone
Review date: 21st March 2026
Next review date: March 2027