



Trainee Attendance Policy

(Updated for Statutory Guidance – August 2024 / KCSIE 2025)

Policy Control

Day-to-Day Attendance Contact:

Lesley McPherson

Info@essexyouthbuild.co.uk

Individual Attendance Support Contact:

Hayley Rose Pearce

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Policy Statement

Essex Youth Build recognises that good attendance and punctuality are fundamental to safeguarding, attainment, and wellbeing.

We are committed to:

- Ensuring every trainee is safe, supported, and engaged in full-time education.
- Removing barriers to attendance through early help, tailored support, and reasonable adjustments.
- Working in partnership with parents, carers, trainees, and external agencies.
- Using data to identify patterns of absence quickly and intervene effectively.
- Applying sanctions only when support and partnership working have not resolved issues.

This policy complies with:

- Working Together to Improve School Attendance (August 2024 – statutory guidance)
- Keeping Children Safe in Education (September 2025)
- Education Act 1996, Section 7 and 444
- Education (Trainee Registration) (England) Regulations 2006, as amended 2013
- Essex County Council Code of Conduct on Penalty Notices

Safeguarding Context

In line with KCSIE 2025, Essex Youth Build recognises:

- Unexplained or persistent absence may indicate safeguarding risks.

- Attendance concerns must always be considered as part of safeguarding.
- Virtual School Heads have responsibilities for looked-after children; Essex Youth Build will support them in promoting regular attendance.
- Attendance monitoring applies to trainees both on-site and engaged in approved off-site or remote learning.

Roles & Responsibilities

- Trustees: oversee implementation and monitor attendance data.
- Strategic Lead (Training Manager): sets strategy, ensures statutory compliance, analyses data, and reports to trustees.
- Attendance Contact (Lesley McPherson): first point of contact for daily absences.
- Parents/Carers: ensure attendance, punctuality, and communication with Essex Youth Build.
- Trainees: attend regularly, on time, and participate fully.
- All Staff: promote attendance, monitor daily, and escalate concerns.

👉 See Annex A – DfE summary of responsibilities (2024).

Attendance Expectations

- Trainees must attend Essex Youth Build for planned sessions, unless an authorised absence is agreed.
- Start of day: 9:00am
- Registration closes: 9:20am
- End of day: 3:30pm

Absence Procedures

Reporting

Parents / Carers / Support Workers / Referrers must:

1. Notify Essex Youth Build before 9:20am on the first day of absence.
2. Report every subsequent day.
3. Provide medical evidence if requested.

Essex Youth Build Response

- Contact home daily if absence is unexplained.
- Escalate to emergency contacts / linked professionals if no response.
- Refer to the Local Authority if no contact is made by day 10 or sooner if safeguarding concerns arise.

Types of Absence

- Authorised: illness (with evidence if required), unavoidable medical appointments, emergencies.

- Unauthorised: term-time holidays (unless exceptional), birthdays, shopping, lateness after register closes, keeping children off unnecessarily.

Support for Trainees & Families

- Reasonable adjustments for trainees with SEND, disabilities, or medical needs.
- Support for trainees facing mental health barriers to attendance.
- Engagement with Virtual School Heads for looked-after or previously looked-after children.
- Trainee voice included in attendance support planning.

Escalation

When voluntary support is not effective, Essex Youth Build may suspend the trainee for two weeks. A meeting will follow with parent / carer / referrer to ascertain trainees future at Essex Youth Build.

Data, Monitoring & Reporting

- Attendance monitored daily and reviewed termly.
- Data shared with trustees, Local Authority, and Virtual School Heads as required.
- Essex Youth Build complies with GDPR: attendance data is used only for statutory, safeguarding, or educational purposes.

Monitoring & Review

- Trustees review attendance data and policy compliance annually.
- Training Manager reviews policy operationally each year.

Annexes

- Annex A – DfE Summary of Responsibilities for School Attendance (Aug 2024).
- Annex B – Essex County Council Code of Conduct: Penalty Notices.
- Annex C – Research: Link between Attendance & Attainment.