



Prime8 Education Attendance Policy

Students attending Prime8 Education on an alternative package remain on the school or academy roll, or on the roll of the Local Authority through EOTAS Teams. Prime8 Education has an agreement with referrers that student attendance will be monitored in line with the referrer's Attendance Policy.

Young people are entitled to formal education from the age of 5, and it is important that they receive this entitlement to benefit their present and future lives and society's economic and social well-being. Pupils who leave year 11 must continue in education or training until at least their 18th birthday. Local authorities are legally responsible for ensuring that registered pupils of compulsory age regularly attend education. The Government also prioritises reducing unnecessary absences from education.

Many students referred to Prime8 Education are more vulnerable and have more significant needs than most of their mainstream counterparts. This means that they may have more genuine absences - from education for medical reasons or experience more important social needs than others. Our educators are responsible for doing all we can to encourage and support regular and frequent attendance. Parents and carers are equally responsible for ensuring their child attends education. Prime8 Education is committed to ensuring that families understand how important this is.

Targets are set annually for overall Prime8 Education attendance figures. The current target is 95%.

How Prime8 Education encourage this:

Induction - We prioritise conveying to parents/carers and students the importance of regular and punctual attendance. This expectation is outlined initially during the induction process. Parents/carers and students will have an agreed timetable for attendance which is shared during the induction. Current contact numbers, including all telephone numbers, childminder details, and emergency contact details will also be gathered at this time

Keyworker role - We recognise that parents/carers have a vital role to play and that strong links and communication systems need to be established whenever there are concerns about attendance. This communication begins with the student's keyworker – parents/carers have their child's keyworker's means of contact. If problems affect a student's attendance, we will investigate, identify them, and strive, in partnership with parents/carers, students, professionals, and social workers, to resolve them as quickly and efficiently as possible.

The step by step process:

- Prime8 Education community team will confirm parents/carers of 1:1 session times
- Group bases session times remain the same unless changes are requested by referrers or group dynamics necessitate this. Parents/carers will be notified of any changes prior to them being implemented
- When students are going to be absent, parents, carers or the referrer, are requested to contact Prime8 Education with a reason for absence prior to the start of session
- Prime8 Education will then pass on the reason for absence via the Notts CC Dashboard or School Daily Registers – live documents recorded up to twice daily
- Appropriate codes will be used when completing this register. The referrer can then code the students absent in line with their own policy
- If no contact has been made by the parent, carer or referrer, Prime8 Education will contact the parent/carers to establish reasons for absence as soon as possible
- If reasons are communicated, these will be recorded on registers
- All non-attendance will be recorded on the daily lesson logs
- Where a student's attendance is a concern, a meeting will be arranged by the referrer with the student, parent/carers and Prime8 Education to discuss any barriers to attendance
- If a student's attendance continues to be a concern, a referral to the Education Welfare Team or the Education Enforcement Officer may be considered by the referrer

Punctuality - All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information will be reported to the referring school/agency via registers and daily lesson logs

How parents/carers can encourage good attendance:

- Ensure their child attends their allocated sessions at Prime8 Education regularly — absence should only happen when a child is significantly ill and therefore unfit to participate or if there is an unavoidable/unforeseen reason or circumstance causing a difficulty/period of difficulty
- Arrange all non-emergency medical appointments outside of regular education hours or during non-term time
- Provide medical evidence for any frequent absence attributed to illness
- Keep Prime8 Education updated if your child has any extended period of absence

Individual Attendance and Punctuality Policies are available direct from the student's referrer.

Date of Completion	1.9.25	Signed:  Debbie Crookes (Tutor)
Date of Ratification	1.9.2025	Signed:  Julie Townsend (Director)
Date of Review	July 2026	
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