



Attendance Policy

NXT GEN Engagement

Policy reviewed – January 2026

Review date – January 2027

1. Purpose

This policy outlines our approach to monitoring, reporting, and supporting student attendance at NXT GEN Engagement, where we serve as a supplementary educational setting. We aim to provide a safe, structured, and consistent environment that promotes engagement, while maintaining effective communication with the student's main education provider.

2. Scope

This policy applies to all students attending our provision as part of a dual-registration or alternative placement, their parents/carers, and all staff responsible for recording and reporting attendance.

3. Our Role

- We are not the main education provider for the young people referred to our provision.
- We are committed to working in partnership with schools, local authorities, and other agencies to support the educational engagement and welfare of each student.

4. Attendance Recording and Reporting

- We record daily attendance for internal tracking and safeguarding.
- We will notify the main education provider of each student's attendance by 9:15 a.m. each day.
- Our attendance logs include all sessions attended, lateness, absences, and any behavioural concerns or safeguarding issues arising during the day.

5. Attendance Expectations

- All students are expected to attend their agreed sessions punctually and consistently.
- A flexible, needs-led approach is used to account for individual circumstances (e.g., mental health, SEND, reintegration plans).

- Persistent absence or lateness will be flagged to the main school and/or involved professionals for joint planning.

6. Absence Reporting

- Parents/carers should notify us by 9:00 a.m. if their child will be absent from our provision.
- We will log the reason and share relevant information with the referring school.
- If a student does not arrive and no contact is made, we will initiate first-day calling and may escalate concerns to the main school and safeguarding team.

7. Types of Attendance

- We distinguish between:
 - **Authorised absences** (e.g., illness, appointments)
 - **Unauthorised absences** (e.g., unexplained non-attendance)
 - **Planned non-attendance** (e.g., known school events or altered timetables)

8. Interventions & Support

- Where concerns arise about a student's attendance or engagement, we will:
 - Communicate with the main provider to coordinate a response.
 - Participate in review meetings, PSPs, or reintegration plans.
 - Offer additional pastoral or mentoring support where appropriate.

9. Safeguarding

- Any patterns of non-attendance, concerning disclosures, or unexplained absences will be addressed in line with our Safeguarding Policy.
- We will notify the main provider and relevant services (e.g., social care) where there are safeguarding implications.

10. Rewards & Recognition

- We will encourage positive attendance through verbal praise, recognition systems, and where applicable, contribute to the main school's reward processes.

11. Review

This policy is reviewed annually, or in response to significant changes in legislation or practice. It is shared with partner schools and stakeholders upon referral or request.