ATTENDANCE & CHILDREN MISSING FROM EDUCATION (CME) POLICY 2025–2026

Organisation: Manchester Top Team Youth Project (MTTYP) – Alternative Provision

Reviewed: 1 September 2025 | **Next Review:** 1 September 2026

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1. Statement of Intent

MTTYP recognizes that high levels of attendance are directly linked to academic achievement, personal wellbeing, and student safety. Because MTTYP operates as an Alternative Provision (AP) supporting vulnerable young people, unexplained or unnotified absence is treated primarily as a **safeguarding indicator**.

We work in strict partnership with commissioning schools, parents/carers, and local authority education teams to ensure robust attendance tracking and rapid escalation for missing pupils.

2. Register Maintenance & Absence Reporting

- **Session Registers:** Attendance registers are taken at the start of every morning and afternoon 1:1, group, or off-site mentoring session.
- **Absence Notification:** Parents, carers, or commissioning schools must inform MTTYP of any planned absence or illness prior to on the day of provision.

3. Day 1 Safeguarding & Commissioning School Notification

When a student fails to attend a scheduled session without prior notification, **staff follow the MTTYP First-Day Absence and Safeguarding Response Procedure**

First-Day Absence and Safeguarding Response

MTTYP operates a **10:00am–2:00pm provision, Monday to Thursday**. Students are expected to attend their agreed timetable and arrive ready to begin learning at 10:00am.

The morning programme generally runs from **10:00am–12:00pm** and may include Maths, English and Life Skills. Students have a lunch break at approximately **12:00pm**. The afternoon session runs from **1:00pm–2:00pm** and may include MMA/mat-based activities and/or AQA-related work, depending on the student's individual programme.

Attendance is monitored throughout the session and is considered both an educational and safeguarding matter.

1. First-Day Contact – From 10:00am

If a student has not arrived by the expected start of the session and no absence has been notified:

- Staff will attempt to contact the parent/carer and, where appropriate, the student by telephone.
- If there is no response, a text message may be sent requesting confirmation of the student's whereabouts and welfare.
- Staff will check whether there is a known reason for the absence, including transport difficulties or other relevant information already known to MTTYP.
- All contact attempts and information received will be recorded.

2. Follow-Up During the Morning Session

If contact has not been established, staff will make further reasonable attempts to contact the parent/carer and relevant emergency contacts where appropriate.

The DSL/DDSL will be informed where:

- contact cannot be established;
- the absence is unexplained;
- there are existing safeguarding concerns;
- the student is known to be particularly vulnerable; or
- the circumstances of the absence give staff reason to believe the student may be at risk.

3. Commissioning School Notification

Where an absence remains unexplained and contact cannot be established, MTTYP will notify the **commissioning school and/or appropriate Local Authority contact** in accordance with the agreed attendance and safeguarding arrangements.

Notification will be made at an appropriate point during the school day, taking account of the student's individual circumstances, known vulnerabilities, previous attendance concerns and the requirements of the commissioning school.

All notifications and actions will be recorded.

4. High-Risk Rapid Escalation

Where a student is subject to a **Child Protection Plan, Child in Need Plan**, or is otherwise identified as being at significant risk, MTTYP will not wait for the normal attendance follow-up process where there is an immediate safeguarding concern.

The DSL/DDSL will consider whether immediate action is required. This may include:

- contacting the parent/carer;
- contacting the student's allocated social worker or relevant professional;
- contacting the commissioning school;
- contacting Children's Social Care; or
- requesting a Police welfare check where appropriate.

The response will be proportionate to the individual circumstances and level of risk.

5. Persistent or Unexplained Absence

Where a student develops a pattern of unexplained or persistent absence, MTTYP will work with the commissioning school, parents/carers and relevant professionals to identify the reason for the absence and address any barriers to attendance.

Where attendance concerns may indicate a safeguarding risk, the DSL/DDSL will consider whether further safeguarding action or referral is required.

6. Recording and Review

All unexplained absences, contact attempts, information received, notifications and actions taken will be recorded.

Attendance information will be reviewed regularly to identify patterns or changes in attendance that may indicate a wider welfare or safeguarding concern.

MTTYP recognises that for students accessing Alternative Provision, poor or disrupted attendance may be both an educational concern and an indicator of wider vulnerability. Staff will therefore remain alert to the safeguarding implications of unexplained or persistent absence.

4. Children Missing from Education (CME) Escalation

MTTYP recognises that prolonged or unexplained absence may indicate that a child or young person is at increased risk of harm or may be missing from education.

MTTYP will work closely with the **commissioning school, parents/carers, Local Authority and relevant safeguarding professionals** where concerns about a student's attendance or whereabouts arise.

4.1 Monitoring Continued Absence

All unexplained absences are recorded chronologically. Records will include:

- the date of each absence;
- whether the absence was notified;
- attempts made to contact the parent/carer and student;
- any information received regarding the student's whereabouts;
- contact with the commissioning school or other professionals;
- safeguarding concerns identified; and
- actions and decisions taken.

4.2 Escalation of Persistent or Unexplained Absence

Where a student remains absent and their whereabouts cannot be confirmed, MTTYP will review the circumstances with the commissioning school and consider whether further action is required.

The timing and level of escalation will take account of:

- the student's individual circumstances;
- their age and vulnerabilities;
- previous attendance patterns;
- existing safeguarding concerns;
- whether the student is subject to a Child Protection or Child in Need plan;
- known risks such as exploitation, county lines, missing episodes or unsafe adults; and
- information available from parents/carers, the commissioning school or other agencies.

Where appropriate, MTTYP will support the commissioning school and Local Authority with any **Children Missing from Education (CME) referral or other attendance/safeguarding referral** required under the relevant local procedure.

4.3 Immediate Safeguarding Concerns

MTTYP will not wait for a particular number of days before escalating a concern where there is reason to believe that a child or young person may be at immediate risk.

Where appropriate, the DSL/DDSL may contact:

- the commissioning school;
- the student's allocated social worker;
- Children's Social Care;
- the Local Authority CME/attendance team; or
- the Police where a welfare or immediate safety concern exists.

Any decision to escalate will be recorded, including the reason for the action taken.

4.4 Children Missing from Education

Where a student cannot be located, has ceased attending, or there is concern that they may no longer be receiving suitable education, MTTYP will work with the commissioning school and Local Authority in accordance with the relevant **Children Missing from Education procedures**.

MTTYP will provide relevant attendance records, contact attempts and safeguarding information to support any referral or investigation.

The DSL/DDSL will ensure that safeguarding concerns are considered alongside attendance concerns and that appropriate action is taken without unnecessary delay.

5. Multi-Agency Collaboration & Attendance Support

- **Targeted Mentoring:** Attendance targets are integrated into the pupil's individual learning and mentoring plan.
- **Termly Attendance Review:** The DSL/DDSL reviews attendance information and identifies patterns of persistent or unexplained absence. Where concerns are identified, MTTYP works with the commissioning school and relevant professionals to agree appropriate support and escalation.