

ATTENDANCE STATEMENT OF INTENT

School-Specific Arrangements

School	Educ8 Leicester
Academic Year	2026/27
Headteacher	Andrew Barrett
Senior Attendance Champion	Ashley Harlow
Designated Safeguarding Lead (DSL)	Andrew Barrett
Attendance Contact	Ashley Harlow
Attendance Telephone Number	0116 403 0307 / 07817 957486
Attendance Email	ashley.harlow@educ8group.com
Date Completed	24/09/26
Review Date	September 2027

1. STATEMENT OF INTENT

At Educ8, we believe that regular and punctual attendance is fundamental to learners' education, wellbeing, safeguarding and future outcomes.

We are committed to creating a positive culture in which good attendance is expected, recognised and supported. We will work in partnership with learners, parents and carers, placing support and early intervention at the centre of our approach where barriers to attendance arise.

Attendance is everyone's responsibility. Each Educ8 school will maintain clear arrangements so that learners, parents and carers, staff and relevant professionals understand when learners are expected to attend; when registration takes place; how and when absence must be reported; how unexplained absence will be followed up; how attendance is monitored throughout the school day; and what action will be taken where a learner's whereabouts cannot be established.

This Statement should be read alongside the **Educ8 Attendance Policy**, **Safeguarding and Child Protection Policy** and relevant school-specific safeguarding arrangements.

2. DISPLAY AND ACCESSIBILITY OF THIS STATEMENT

Once completed and approved, this **Attendance Statement of Intent must be clearly displayed throughout the school building** so that attendance expectations, key timings and reporting arrangements are readily accessible.

As a minimum, a current copy should be displayed at or close to the main entrance/reception, in staff areas, in appropriate learner communal areas and in other prominent locations identified by the Headteacher. Key attendance times and absence-reporting arrangements should also be communicated to parents/carers and learners at the beginning of the academic year and whenever arrangements change.

The Headteacher is responsible for ensuring displayed information remains current and outdated versions are removed.

3. OUR SCHOOL DAY

Arrangement	School-Specific Time
School/site opens to learners	9.00am

Learners are expected to arrive by	9.00am
Morning registration begins	9:00am
Morning register closes	9:30am
Morning break begins	11.15am
Morning break ends	11.30am
Lunch break begins	12.30pm
Lunch break ends	1.00pm
Afternoon registration/check begins	1.00pm
Afternoon registration/check closes	1.15pm
Normal school day ends	2.00pm
Learners should normally have left site by	2.10pm

Where a learner has an agreed personalised timetable, reintegration arrangement, alternative provision placement or other formally agreed programme, the times recorded within that individual arrangement will apply.

4. PUNCTUALITY AND LATE ARRIVAL

Learners are expected to arrive in sufficient time to be ready to begin learning at the published start of the school day.

School day starts at: 9.00am Morning register closes at: 9.30am

Learners arriving after the expected arrival time will be recorded in accordance with the Educ8 Attendance Policy and applicable attendance coding requirements. Persistent lateness will be considered in the context of the individual learner and any barriers to attendance.

5. PARENT/CARER REPORTING OF ABSENCE

Where a learner is unable to attend school, their parent/carer should notify the school **as early as possible and preferably before the start of the school day**. Where this has not been possible, notification should be received **no later than 30 minutes after the published start of the school day**.

School starts at: 9.00am

Parents/carers should preferably report absence by: 9.30am

Latest expected notification time: 9.45am

Telephone: 0116 403 0307 / 07817 957486 Email: www.educ8group.com

Other agreed method: N/A

Parents/carers should provide the learner's name, reason for absence and anticipated length of absence where known.

6. FIRST-DAY RESPONSE TO UNEXPLAINED ABSENCE

Where a learner is expected to attend but has not arrived and no explanation has been received, the school will act promptly to establish the learner's whereabouts and reason for absence.

Morning register closes: 9.30am

Unexplained absence checks begin: 9.30am

First parent/carer contact begins by: 9.35am

Further contact/escalation begins by: 10.50am
Escalation to DSL/Senior Attendance Champion by: 10.00am
Responsible member(s) of staff: Ashley Harlow

Where there is reason to believe that a learner may be at immediate risk of harm, **safeguarding action must not be delayed** while routine attendance procedures are completed.

7. ATTENDANCE THROUGHOUT THE SCHOOL DAY

Learners' attendance and whereabouts must be appropriately monitored throughout the school day and not solely at morning registration.

Morning break: 11.15am to 11.30am **Lunch:** 12.30pm to 1.00pm
Afternoon registration/check: 1.00pm
End-of-day check/arrangements: 1.15pm

If a learner who was previously present cannot be accounted for, staff must act promptly. An unexplained absence during the school day must be considered in the context of the learner and, where appropriate, treated as a potential safeguarding concern.

8. LEAVING SCHOOL DURING THE DAY

Learners should not leave the school site during the school day unless authorised.

Sign-out process/location: Main Office
Who can authorise a learner to leave: Head of School & Deputy Head of School
Parent/carer collection arrangements: Main Reception Area

Departure and, where applicable, return times must be recorded. Where a learner leaves without permission or their whereabouts become unknown, staff must follow Educ8's missing/absconding learner procedures and consider immediately whether safeguarding action is required.

9. APPOINTMENTS DURING THE SCHOOL DAY

Wherever possible, routine appointments should be arranged outside school hours. Where this is not possible, parents/carers should notify the school in advance.

How appointments should be notified: Contact Ashley Harlow

Email: ashley.harlow@educ8group.com

Tel. 0116 403 0307 / 07817 957486

Learners should attend school before and/or after the appointment wherever reasonably possible.

10. ALTERNATIVE PROVISION / OFF-SITE EDUCATION

Where learners attend alternative provision, another provider, work-related learning or another approved off-site activity, clear arrangements must be in place to confirm attendance.

Provider/placement expected to confirm attendance by: 9.30am
If confirmation is not received, Educ8 will follow up by: 9.45am
Responsible member of staff: Ashley Harlow
Method for recording/confirming attendance: Arbor recording platform

Where a learner fails to attend an expected placement, this must be identified and acted upon promptly.

11. END OF THE SCHOOL DAY

Normal school day ends at: 2.00pm

Learners should normally have left site by: 2.10pm

End-of-day collection/transport arrangements: A large majority of the cohort receive assisted transport which staff supervise

Staff contact for end-of-day concerns: Ashley Harlow

Any concerns regarding a learner's safe departure, collection, transport or journey home must be responded to in accordance with safeguarding procedures.

12. KEY TIMES FOR PARENTS/CARERS AND LEARNERS

Key Information	Time / Contact
School/site opens to staff	8.30am
Learners should arrive by	9.00am
School day begins	9.00am
Morning register closes	9.30am
Absence should preferably be reported by	9.30am
Latest expected absence notification	9.45am
School begins unexplained-absence contact by	9.30am
Morning break	11.15am
Lunch break	12.30pm
Afternoon registration/check	12.45pm
School day ends	2.00pm
Attendance telephone number	0116 403 0307 / 07817 957486
Attendance email	Ashley.harlow@educ8group.com

13. SCHOOL COMMITMENT

Educ8 recognises that attendance difficulties can have many causes. We will seek to understand barriers, provide appropriate support and work collaboratively with learners, parents/carers and relevant professionals.

We will maintain clear expectations regarding regular and punctual attendance and act promptly where absence is unexplained or gives rise to safeguarding concerns.

Every learner is expected. Every learner is accounted for. Unexplained absence is followed up promptly and appropriately.

COMPLETION AND REVIEW

Completed by: Andrew Barrett **Role:** Head of School **Date:** 24.09.26

Executive Headteacher reviewed: Shaun Whittingham **Date:** 25.09.26

Senior Attendance Champion reviewed: Ashley Harlow **Date:** 25.09.27

Next review date: September 2027