

ATTENDANCE STATEMENT OF INTENT

School-Specific Arrangements

School	Educ8 Northumberland
Academic Year	2026/2027
Headteacher	_____ Liam Donnelly _____
Senior Attendance Champion	_____ Rachael Scott _____
Designated Safeguarding Lead (DSL)	_____ Liam Donnelly _____
Attendance Contact	_____ Rachael Scott _____
Attendance Telephone Number	_____ 07860953762 _____
Attendance Email	_____ Northumberland@educ8group.com/rachael.scott@educ8group.com _____
Date Completed	30/09/2026
Review Date	30/09/2027

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The Headteacher is responsible for ensuring displayed information remains current and outdated versions are removed.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

Daily timetable: 09:00 Breakfast Club; 09:15 Form Time; 09:45 Maths; 10:30 Break; 10:45 English; 11:30 Vocational; 12:15 Dinner; 12:45 PSHE; 13:30 Practical; 14:45 Finish.

Arrangement	School-Specific Time
School/site opens to learners	09:00
Learners are expected to arrive by	09:15

Educ8 Attendance Statement of Intent - School Template Page 1

Arrangement	School-Specific Time
Morning registration begins	09:15
Morning register closes	09:45
Morning break begins	10:30
Morning break ends	10:45
Lunch break begins	12:15
Lunch break ends	12:45
Afternoon registration/check begins	12:45
Afternoon registration/check closes	13:30
Normal school day ends	14:45
Learners should normally have left site by	14:45

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: 09:15 Morning register closes at: 09:45

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: 09:15

Parents/carers should preferably report absence by: 09:15

Latest expected notification time: 09:45

Telephone: 07860953762 Email: Northumberland@educ8group.com /
 rachael.scott@educ8group.com
 Other agreed method: Telephone or message to the Educ8 work phone

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: 09:45
 Unexplained absence checks begin: 09:45
 First parent/carer contact begins by: 09:45
 Further contact/escalation begins by: 10:00
 Escalation to DSL/Senior Attendance Champion by: 10:15
 Responsible member(s) of staff: Rachael Scott / Liam Donnelly

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: 10:30 to 10:45 Lunch: 12:15 to 12:45
 Afternoon registration/check: 12:45 to 13:30
 End-of-day check/arrangements: Learners finish and leave site at 14:45

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: _____ Sign in and out book at the entrance

Who can authorise a learner to leave: _____ Head of School or Deputy Head of School

Parent/carer collection arrangements: _____ telephone or message to work phone _____

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: _____appointments should be sent through to Educ8 work phone _____

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: 09:45

If confirmation is not received, Educ8 will follow up by contacting the provider/placement and parent/carer

Responsible member of staff: Rachael Scott

Method for recording/confirming attendance: Attendance register and confirmation from provider/placement

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: 14:45

Learners should normally have left site by: 14:45

End-of-day collection/transport arrangements: Learners leave site at 14:45 in accordance with agreed parent/carer and transport arrangements

Staff contact for end-of-day concerns: Rachael Scott / Liam Donnelly

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	09:00
Learners should arrive by	09:15
School day begins	09:15
Morning register closes	09:45
Absence should preferably be reported by	09:15
Latest expected absence notification	09:45
School begins unexplained-absence contact by	09:45

Morning break	10:30–10:45
Lunch break	12:15–12:45
Afternoon registration/check	12:45–13:30
School day ends	14:45
Attendance telephone number	07860953762
Attendance email	Northumberland@educ8group.co m / rachael.scott@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: Liam Donnelly Role: Headteacher Date: 30/09/2026 Headteacher reviewed: Liam Donnelly Date: 30/09/2026 Senior Attendance Champion reviewed: Rachael Scott Date: 30/09/2026 Next review date: 30/09/2027

HEADTEACHER COMPLETION CHECK

- ☐ All school-day times have been completed
- ☐ Parent/carer absence reporting deadline is clear
- ☐ First-day unexplained absence contact time is recorded
- ☐ DSL/Senior Attendance Champion escalation time is recorded
- ☐ Break, lunchtime, afternoon and end-of-day arrangements are recorded
- ☐ Alternative provision/off-site arrangements are completed where applicable
- ☐ Telephone numbers and email addresses are current
- ☐ Information is consistent with information given to parents/carers and learners
- ☐ Staff know where this Statement is located and understand the arrangements
- ☐ **The completed Statement is clearly displayed throughout the school building**
- ☐ A copy is displayed at/near the main entrance or reception
- ☐ A copy is available in staff areas
- ☐ Key information is displayed in appropriate learner areas
- ☐ Parents/carers have been provided with attendance and absence-reporting arrangements
- ☐ All displayed copies are the current version