ATTENDANCE STATEMENT OF INTENT

School-Specific Arrangements

School	Educ8 Southport
Academic Year	2026/27
Headteacher	Leanne Booth
Senior Attendance Champion	Emma Barlow
Designated Safeguarding Lead (DSL)	Leanne Booth
Attendance Contact	Anne Roberts
Attendance Telephone Number	+44 1704 601068
Attendance Email	annemarie.roberts@educ8group.com
Date Completed	02/10/26
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The Headteacher is responsible for ensuring displayed information remains current and outdated versions are removed.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	08.45
Learners are expected to arrive by	08.45

Morning registration begins	09:00
Morning register closes	09:30
Normal school day ends	14.30
Learners should normally have left site by	14.30

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: 08.30

Morning register closes at: 09.30

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: 08.30
Parents/carers should preferably report absence by: 09.30
Latest expected notification time: 09.45
Telephone: +44 1704 601068 **Email:** annemarie.roberts.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: 09.30
Unexplained absence checks begin: 09.30
First parent/carer contact begins by: 09.35
Further contact/escalation begins by: 10.50
Escalation to DSL/Senior Attendance Champion by: 10.00am
Responsible member(s) of staff: Emma Barlow & Anne Roberts

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.

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
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 Emma Barlow

Email: emma.barlow@educ8group.com

Tel. +44 1704 601068

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

10. ALTERNATIVE PROVISION / OFF-SITE EDUCATION

There is no use of AP nor off-site provision at Educ8 Southport

11. END OF THE SCHOOL DAY

Normal school day ends at: 14.30
Learners should normally have left site by: 14.40
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: Emma Barlow

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	08.00
Learners should arrive by	08.30
School day begins	09.00
Morning register closes	09.30
Absence should preferably be reported by	09.30

Latest expected absence notification	09.45
School begins unexplained-absence contact by	09.30
School day ends	14.30
Attendance telephone number	+44 151 662 0199
Attendance email	annemarie.roberts@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: Leanne Booth **Role:** Head of School **Date:** 02.10.26

Executive Headteacher reviewed: James McDonald **Date:** 02.10.26

Senior Attendance Champion reviewed: Emma Barlow **Date:** 03.10.26

Next review date: September 2027