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**Attendance Policy**

BTEC works as an alternative education provision and we work in partnership with schools, carers, local authorities and education/care providers for pupils who are often non attenders or have been excluded form education provision or have poor attendance. Our programmes are designed to engage with pupils with the aim of reintegration, progression and overcoming barriers to participation and success.

BTEC utilises and adopts the referral agencies attendance policies and procedures for each pupil we are commissioned for including data for attendance or non-attendance through recording every session we deliver. We provide data and information as required by the referral agency to mirror their attendance policies and procedures.

We have developed this policy in line with Keeping Children Safe in Education updated Sep 2024

We always inform the referral agency of any non-attendance and our bespoke strategies to improve attendance.

We record every session delivered through a session recording sheet which includes dates, times, activities, staff, locations, information for sharing with professionals, safeguarding concerns and achievements, and attendance is shared with professionals and local authorities who commission us

If a child is “missing” this will be raised as a safeguarding concern with our DSL who will notify relevant agencies and manage the concern to its outcome



**Kelly Brooke – Director & DSL**

Reviewed: March 2025 Next Review: March 2026

Restart is a programme delivered by Brooke Taylor Education Consultancy Ltd

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