Attendance Policy

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+44 (0) 8003 167330
contact@nulogic.co.uk
www.nulogic.co.uk

23-25 Waterloo Pl, Warwick St, Royal Leamington Spa, Leamington Spa CV32 5LA
Company number: 10813962

1. Introduction and Purpose

Nulogic Training Ltd (Nulogic) believes that regular attendance gives every learner the best chance to learn, achieve and move on successfully. Many of our learners have had long periods out of education, so every session they attend matters.

We meet the moment for every young person by being fully present, building real relationships and creating environments where confidence can grow. Good attendance starts with those relationships: learners are more likely to attend when they feel welcome, safe and missed when they are not there.

This policy explains how Nulogic records and follows up attendance, how we support learners whose attendance is a concern, and what we ask of learners, parents/carers, schools and local authorities. It reflects:

- the Education Act 1996, including the duty on parents to make sure their child attends school, or alternative provision arranged for them, regularly;
- the School Attendance (Pupil Registration) (England) Regulations 2024;
- the Department for Education's Working Together to Improve School Attendance (July 2026);
- Keeping Children Safe in Education 2026 (KCSIE), which recognises that children who are absent from education may be at risk of harm;
- the Department for Education's Non-school Alternative Provision: Voluntary National Standards (August 2025).

Nulogic is a non-school (unregistered) alternative provision. Learners remain on the roll of their school, which keeps the legal attendance register and decides how each absence is officially recorded. Our role is to record attendance accurately, tell schools about absences promptly, and work with families and schools to help every learner attend.

This policy is published on the Nulogic website for learners, parents/carers, schools and local authorities. Nulogic staff follow the Attendance Procedure, which sets out the detailed steps they take. This policy should be read alongside the Child Protection & Safeguarding Policy and the Behaviour Policy.

2. Scope

This policy applies across all Nulogic settings and services, including:

- School Inclusion Bases, based within host schools;
- off-site provision at Nulogic's own premises;
- Specialist Outreach, delivered in learners' homes and in the community;
- the central team.

Learners may combine these services as part of their pathway. This policy applies to every session on a learner's Nulogic timetable, whichever service it is part of.

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3. Definitions

Session
A morning or afternoon on the learner's Nulogic timetable, or an agreed Specialist Outreach session.

Arbor
Nulogic's management information system, where we record every learner's attendance.

CLM
The online attendance system that some local authorities require us to use for the learners they commission. For those learners, we record attendance on CLM as well as on Arbor.

Authorised and Unauthorised Absence
The learner's school decides whether an absence is authorised or unauthorised in its official register. We record the school's decision on Arbor so that our own records, such as attendance on certificates, are accurate.

Persistent Absence
Attendance below 90% of sessions.

Part-Time Timetable
A temporary arrangement, agreed by the school and the parent/carer, for a learner to attend for less than a full timetable in exceptional circumstances.

Commissioner
The school or local authority that commissions Nulogic to support a learner.

Pathway
The combination of Nulogic services a learner accesses, which may include a School Inclusion Base, off-site provision and Specialist Outreach.

Individual Learning and Placement Plan (ILPP)
The learner's plan setting out their provision, placement arrangements, needs and targets while with Nulogic.

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4. Our Approach

We treat poor attendance as a sign that a learner needs support, not as a behaviour to be punished. Our approach reflects our four values:

- **Real Relationships:** we notice when a learner is missing, contact them and their family, and let them know they were missed;
- **Resilience:** we help learners rebuild routines and confidence after periods of absence;
- **Relatability:** we listen to learners and families to understand the real barriers to attendance, such as anxiety, health, transport or caring responsibilities;
- **Respect:** we work with families as partners, and we never shame a learner for their attendance.

Attendance is a safeguarding matter. An unexplained absence, a pattern of absence or a learner going missing can be a sign that a learner is at risk of harm. Where we are worried about a learner's safety, we act in line with our Child Protection & Safeguarding Policy.

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5. How We Record Attendance

We take a register at the start of every session and record each learner's attendance on Arbor. For learners commissioned by a local authority that uses CLM, we also complete the CLM register each morning and afternoon.

We tell the learner's school about every absence, together with any reason we have been given. The school decides how the absence is recorded in its official register, and we record that decision on Arbor.

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6. When a Learner Is Absent

If a learner cannot attend, their parent/carer should tell both the school and Nulogic on the morning of the absence, giving the reason.

When a learner is absent and we have not been told why, we will:

1. Contact the parent/carer the same morning to find out where the learner is and why they are absent.
2. Tell the learner's school about the absence the same day.
3. Keep trying to make contact if we cannot reach the parent/carer, and keep the school informed.
4. Arrange a home visit if a learner is absent for three consecutive days.

If we have any concern for a learner's safety, or we cannot confirm where they are, we will follow our safeguarding procedures. This may include contacting children's social care or the police.

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7. Learners Who Become Unwell or Leave During the Day

Learners who become unwell

If a learner becomes unwell, we will contact their parent/carer to agree how they will get home. Depending on the illness and the learner's needs, and with the parent/carer's agreement, the learner may be collected, taken home by Nulogic staff, taken home by a taxi arranged by Nulogic, or allowed to walk home. Getting an unwell learner home safely is part of our service, and we do not charge schools for it. We will let the learner's school know.

Learners who leave without permission

Learners must not leave a provision during the day without permission. If a learner leaves without permission, we will contact their parent/carer and school straight away. If we cannot find the learner, or we believe they may be at risk, we will report them to the police as missing.

Appointments

Parents/carers should arrange medical and other appointments outside Nulogic sessions where possible. If an appointment must take place during a session, the parent/carer should

let us know in advance, and we will ask the learner's school to approve the absence. If the school does not approve it, the absence may be recorded as unauthorised.

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8. Supporting Attendance

We monitor every learner's attendance each week and act early when it starts to fall. Where a learner's attendance is a concern, we will:

- talk with the learner to understand what is getting in the way;
- work with the parent/carer to agree practical support, such as a phased start or a key adult;
- consider whether the learner's needs, including SEND, mental health or emotionally based school avoidance, require extra support, and update the ILPP;
- keep the school informed of our concerns and the support in place.

If a learner's attendance falls below 90%, Nulogic will arrange an attendance meeting with the learner and their parent/carer. We will invite the school to attend, in person or online. The meeting will agree an attendance action plan, which we will review on an agreed date.

Formal action to enforce attendance, such as attendance contracts, penalty notices or prosecution, can only be taken by the school or local authority. We will provide accurate attendance records to support their decisions.

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9. Part-Time Timetables

Every learner of compulsory school age is entitled to a full-time education. A part-time timetable can only be agreed by the learner's school, with the parent/carer, in exceptional circumstances. It must be temporary, have an end date and be reviewed regularly, and it must never be used to manage behaviour.

Nulogic does not suspend or exclude learners. We never send a learner home, shorten their day or remove them from provision informally. If we believe a learner's timetable should change, we will discuss it with the school or local authority.

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10. Roles and Responsibilities

Nulogic

Record attendance accurately for every session, follow up every absence, tell schools about absences promptly, support learners whose attendance is a concern, and act on any safeguarding concern without delay. At a School Inclusion Base, Nulogic follows up the absences of the learners it works with, and works collaboratively with the host school so that every learner is supported.

Learners

Attend every session on their timetable, arrive on time, and tell a member of staff if anything is making it hard for them to attend.

Parents and Carers

Make sure their child attends every session on their timetable, tell both the school and Nulogic on the morning of any absence, keep their contact details up to date, and work with us and the school to resolve any difficulties with attendance.

Schools and Local Authorities

Give Nulogic a named contact for attendance and up-to-date emergency contact details for each learner, decide how absences are recorded in the official register, follow up absences through their own procedures where needed, and tell Nulogic in writing if a learner is to be withdrawn from their placement.

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11. Records and Monitoring

All attendance and follow-up is recorded on Arbor, and on CLM where it applies. We handle attendance records in line with our Data Protection and GDPR Policy and share them only with those who need to know.

The Director of Education reviews attendance across all provisions each term, including persistent absence and whether any group of learners has lower attendance, and uses this to improve our practice and support.

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12. Related Policies

- Attendance Procedure (for Nulogic staff)
- Behaviour Policy
- Child Protection & Safeguarding Policy
- Complaints Policy and Procedures
- Data Protection and GDPR Policy
- Special Educational Needs and Disabilities (SEND) Policy

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13. Queries

Parents/carers with a question about their child's attendance should contact the provision their child attends. Anyone unhappy with how we have handled an attendance matter can raise it under our Complaints Policy and Procedures.