

TRAINING CAVE



Policy Title	Attendance and Absence Policy
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Approved By	Jack Sunderland Director Training Cave Club Ltd

1. Purpose

Training Cave Club Ltd promotes regular attendance and punctuality for learners attending its commissioned alternative provision. Attendance supports safeguarding, welfare, engagement and progress. Absence, unexplained changes in attendance or a learner going missing from a session may indicate unmet need or risk and must be responded to promptly.

This policy sets out how Training Cave records attendance at its sessions, communicates with parents or carers and commissioners, responds to absence and lateness, and contributes to placement reviews and safeguarding action.

2. Status and Scope

Training Cave is an independent alternative provision provider and boxing gym; it is not a school. Training Cave keeps accurate operational records for the sessions it delivers, but it does not maintain the statutory school attendance register or decide the statutory absence code. The learner's home school, or the responsible local authority where applicable, retains responsibility for the statutory register and wider attendance duties.

This policy applies to:

- All children and young people attending commissioned alternative provision, intervention or boxing-based education sessions;
- Sessions delivered at the Training Cave premises and;
- Directors, managers, staff, coaches, tutors, mentors, volunteers and contractors involved in delivery or attendance administration.

It should be read with the placement agreement and any attendance, transport, collection, safeguarding or communication arrangements agreed with the commissioner and parent or carer.

3. Legal and Guidance Framework

This policy has regard, where relevant to Training Cave's role, to:

- Keeping Children Safe in Education 2026;
- Working Together to Safeguard Children 2023, as amended;
- Working together to improve school attendance, statutory guidance from 19 August 2024 and updated July 2026;
- Children missing education: statutory guidance for local authorities, updated September 2025;
- Alternative provision: statutory guidance for local authorities, headteachers and governing bodies;
- The Education (Pupil Registration) (England) Regulations 2024;
- The Equality Act 2010; and

- Local safeguarding, attendance and children-missing-education procedures applicable to the placement.

Some of these duties apply directly to schools or local authorities rather than to Training Cave. Training Cave will support the responsible body by meeting its contractual responsibilities, reporting attendance information promptly and following safeguarding procedures.

4. Principles

Training Cave will:

- Treat attendance as both an educational and safeguarding matter;
- Record each learner's attendance accurately for every expected session;
- Share attendance information promptly through the agreed route;
- Respond to absence on the day and escalate immediately where risk is identified;
- Listen to the learner and seek to understand and reduce barriers to attendance;
- Make reasonable adjustments and avoid punitive responses where absence is linked to SEND, disability, health or other vulnerability; and
- Work collaboratively with the learner, parent or carer, home school, local authority and other professionals.

5. Placement Attendance Arrangements

Before a placement begins, Training Cave and the commissioner will record the sessions the learner is expected to attend and agree the practical arrangements needed to manage attendance safely. These arrangements will be reviewed whenever the timetable or risk changes.

The placement information should identify:

- The learner's agreed days, start and finish times and placement start and review dates;
- Who is responsible for transport, drop-off, collection and handover;
- Current parent or carer and commissioner contact details, including an escalation contact;
- Who makes first-day contact and the timescale and method for notifying the commissioner;
- Known medical, SEND, safeguarding, communication or mobility needs relevant to attendance;
- What Training Cave should do if the learner does not arrive, leaves without agreement or cannot be located; and
- The frequency and format of routine attendance reports and placement reviews.

6. Roles and Responsibilities

6.1 Director and management

- Maintain suitable attendance procedures, staff guidance and oversight.
- Ensure contact and escalation information is available to staff who need it.
- Review attendance patterns, concerns and the effectiveness of support.
- Ensure serious or repeated concerns are shared with the commissioner and Designated Safeguarding Lead (DSL).

6.2 Staff, tutors and coaches

- Know which learners are expected and complete the register at the start of every session.
- Record late arrival, early departure, absence and any reason given factually.
- Follow the same-day response and safeguarding procedure without avoidable delay.
- Report errors, patterns or concerns to management and the DSL as appropriate.

6.3 Commissioner or home school

- Provide an accurate timetable, contacts, risk information and agreed response arrangements.
- Retain responsibility for the statutory attendance register and official attendance codes where the learner is on a school roll.
- Review information supplied by Training Cave, follow up absence and coordinate attendance support and statutory action where required.

6.4 Parents and carers

- Support attendance and punctuality and follow agreed transport and handover arrangements.
- Notify Training Cave and, where required, the home school or commissioner as soon as possible if the learner will be absent or late.
- Keep contact and relevant medical information current and engage with support and review meetings.

6.5 Learners

- Attend agreed sessions, arrive on time and follow arrival and departure procedures.
- Tell a trusted adult about barriers, worries or safety concerns affecting attendance.
- Remain on site or with the agreed group unless departure has been authorised.

7. Recording Attendance

A named member of staff will complete the session register promptly at the start of each morning, afternoon or separately commissioned session. The register must never be completed in advance. Changes will be dated or auditable and the original entry will remain traceable.

Training Cave's record will show, as appropriate:

- Present, absent or not expected for that session;
- Arrival time where late and departure time where leaving early;
- The factual reason notified for an absence, lateness or early departure;
- Whether the reason remains unexplained; and
- Contacts, notifications, safeguarding decisions and follow-up action taken.

Training Cave records the facts and any reason provided. It does not decide whether an absence is authorised or unauthorised for the statutory school register. The home school or responsible local authority applies the appropriate statutory code using the information available to it.

Any attendance percentage reported by Training Cave relates only to the Training Cave sessions the learner was expected to attend. Sessions cancelled by Training Cave or removed from the agreed timetable will not be counted as learner absence. This figure must not be presented as the learner's overall statutory school attendance percentage.

8. Punctuality, Arrival and Departure

- Learners will be welcomed and their arrival recorded through the agreed sign-in or register process.
- Late arrival will be recorded with the actual arrival time and any reason given. Repeated lateness will be discussed supportively and shared with the commissioner.
- A learner may leave early only through the agreed collection, handover or authorisation arrangement. The departure time, reason and collecting adult, where relevant, will be recorded.
- Staff will not release a child to an unauthorised person. Any uncertainty will be resolved with the parent or carer and commissioner before release, unless emergency safeguarding action is required.

9. Planned or Notified Absence

Parents, carers or commissioners should notify Training Cave as soon as possible when a learner will be absent or late. Staff will record the information and pass it to the commissioner through the agreed reporting route. Training Cave may ask for relevant information needed to plan safe participation, but it does not determine statutory authorisation.

Where a medical appointment, illness, transport problem or other barrier affects attendance, staff will consider safe and reasonable support with the learner and commissioner. Any change to the agreed timetable or placement must be approved through the commissioning arrangement and recorded.

10. Unexpected or Unexplained Absence

If a learner does not arrive for an expected session and no satisfactory explanation is known, staff will:

- Confirm that the learner was expected and check the register, premises, sign-in information and any known transport or timetable change;
- Contact the parent or carer promptly where this forms part of the agreed response plan, using the current contact details supplied;
- Notify the home school or commissioner promptly during the session and in accordance with the placement agreement;
- Record every contact attempt, information received, decision and action; and
- Refer the matter immediately to the DSL where the absence is unusual, unexplained, repeated or associated with any welfare or safeguarding concern.

Training Cave will not assume that another organisation has located the learner. Staff will obtain confirmation of the outcome or clearly hand responsibility to the identified commissioner contact. If there is reason to believe a child is in immediate danger or a crime is in progress, staff will call 999. Other safeguarding referrals will be made under the Child Protection and Safeguarding Policy and local procedures.

11. Learner Leaves or Cannot Be Located During a Session

If a learner leaves the agreed area without permission or cannot be located during a session, staff will treat this as an immediate safety incident. Staff will maintain supervision of other learners, check the immediate agreed safe areas without placing anyone at further risk, alert management and the DSL, and follow the learner's risk or placement plan.

The parent or carer and commissioner will be informed without delay. Police or children's social care will be contacted where the risk assessment, safeguarding concern or circumstances require it. Staff will not physically pursue a learner into an unsafe situation. The incident, decisions, times, contacts and outcome will be recorded and reviewed before the next session where practicable.

12. Attendance Concerns, Support and Placement Review

Attendance concerns will be addressed early. Staff will speak with the learner, listen to the reason for absence or lateness and work with the parent or carer and commissioner to identify barriers and appropriate support. Actions may include changes to communication, transport liaison, predictable routines, phased re-engagement, reasonable adjustments, mentoring, wellbeing support or an updated risk or support plan.

Management will monitor individual patterns such as repeated non-attendance, unexplained absence, lateness, particular days or activities, and sudden changes from the learner's usual pattern. Attendance below 90% of the learner's planned Training Cave sessions may be used as an internal review trigger, but professional

judgement and safeguarding information take priority and action may be required much sooner.

Training Cave will provide attendance and engagement information for regular placement reviews. The commissioner remains responsible for deciding any statutory attendance intervention and whether the placement or wider education plan should change. A placement will not be ended solely because attendance is poor without consultation with the commissioner and consideration of safeguarding, SEND, health and continuity of education.

13. Safeguarding and Children Missing Education

Absence may be a sign of abuse, neglect, exploitation, criminal or sexual exploitation, bullying, mental ill health, unmet SEND, transport difficulty or other harm. Staff will be professionally curious and will not wait for a pattern to develop where a single absence gives rise to concern.

Children-missing-education duties and formal notifications are primarily responsibilities of schools and local authorities. Training Cave will support those processes by supplying accurate information promptly and will make or support a safeguarding referral where required. Uncertainty about another body's action will not prevent Training Cave from escalating an immediate concern through its DSL.

14. SEND, Disability and Health-Related Absence

Training Cave will consider whether SEND, disability, medical needs, anxiety or mental health are affecting attendance or punctuality. Learners will not be disadvantaged for disability-related absence or behaviour arising from unmet need. Reasonable adjustments will be considered with the learner, parent or carer, commissioner and relevant professionals.

Attendance support must remain ambitious while being sensitive to the learner's circumstances. Any reduced or amended programme must be time-limited where appropriate, clearly recorded, regularly reviewed and agreed with the body responsible for the learner's education.

15. On-Site Provision

All Training Cave alternative provision sessions covered by this policy take place at the Training Cave premises. Training Cave does not currently provide off-site activities or educational visits. Attendance will be recorded when learners arrive at

and leave the premises, in accordance with the agreed session times and handover arrangements.

16. Monitoring, Reporting and Review

- Attendance information will be shared with the commissioner at the frequency and through the secure method agreed for the placement.
- Unexpected absence and urgent concerns will be reported promptly rather than waiting for a routine report.
- Management will review patterns, incidents, contact effectiveness and any equality or SEND implications.
- Attendance, engagement, progress and placement suitability will be considered at reviews with the commissioner, normally at least half-termly or more frequently where agreed or required by risk.
- Learning from incidents and feedback will be used to improve arrangements, staffing, risk assessment and communication.

17. Records and Data Protection

Attendance, contact and safeguarding records will be accurate, factual, access-controlled and shared only where there is a lawful basis and a need to know. Records will be retained and disposed of in accordance with Training Cave's Data Protection Policy and retention arrangements, contractual requirements and safeguarding record-keeping duties. Safeguarding information will be recorded and stored through the safeguarding system, not solely in an attendance register.

18. Concerns and Complaints

A learner, parent or carer who has a concern about how attendance has been recorded or managed should raise it promptly with Training Cave and, where relevant, the commissioner. Formal complaints will be considered under the Compliments, Comments and Complaints Policy. A complaint will not delay action needed to protect a child.

19. Related Documents

- Child Protection and Safeguarding Policy;
- SEND and Additional Needs Policy;
- Behaviour Management and Relationships Policy;
- Health and Safety Policy and relevant risk assessments;
- Compliments, Comments and Complaints Policy;
- Data Protection Policy and record-retention arrangements; and
- the learner's referral, placement, risk, support, transport and attendance arrangements, as applicable.

20. Policy review

This policy will be reviewed annually and sooner where legislation or guidance changes, contractual requirements change, an incident identifies a gap, or monitoring shows that arrangements are not effective. Approval and review dates will be recorded on the policy control page.

21. Contact details

Training Cave Club Ltd
Unit 20, Carrmills Business Centre
Birstall
WF17 9JX
Email: info@trainingcave.co.uk

Appendix 1 — Attendance response flow

Use this flow for an unexpected absence from an agreed Training Cave session. Immediate safeguarding risk overrides the routine sequence: contact the DSL and emergency services without delay where necessary.

Step	Trigger or check	Required action
1	Learner does not arrive	Confirm the learner is expected for this session. Check the timetable, register, premises, sign-in information and any known transport or placement change.
2	No confirmed explanation	Follow the agreed first-contact arrangement. Contact the parent or carer promptly where Training Cave has that role.
3	Notify commissioner	Tell the home school or commissioner promptly during the session. Provide the facts, contact attempts and any concerns; do not wait for a routine report.
4	Assess safeguarding risk	Consider vulnerability, known risks, unusual circumstances and the learner's normal pattern. Refer to the DSL immediately if the absence is unexplained, concerning or repeated.
5	Urgent danger or crime	Call 999 where there is an immediate danger or crime in progress. Follow local safeguarding procedures for other urgent referrals.
6	Record and confirm outcome	Record times, contacts, information, decisions and the confirmed outcome. Do not assume another organisation has located the learner.
7	Review and support	Share the outcome with the commissioner, identify barriers, agree support or risk-control changes and review any emerging pattern before the next session where practicable.

Key boundary: Training Cave records and reports attendance for its sessions. The home school or responsible local authority maintains the statutory register and determines the official attendance code.