



Richmond House

Social Care Services CIC

**Attendance Policy
2026-2027**



ATTENDANCE POLICY

For Budleigh House – Independent School and Residential Short Breaks

(Pre-Ofsted Registration – Intention to Register)

2026–2027

Created by:	Jay Al Karaki, Head of Services	
Date Created:	September 2025	
Approved by:	Head of Services:	Board of Directors:
Last Reviewed:	August 2026	Board of Directors
Date of Next Review:	August 2027	

1. EXECUTIVE SUMMARY

Richmond House Social Care Services (RHSSC) is a Community Interest Company (CIC) providing specialist services for children and young people (0-25) with disabilities, complex needs, and vulnerable adults. Budleigh House, Susworth, DN17 3AS, is in the process of registration with Ofsted under the subsidiary name of Richmond House Social Care Residential LTD as:

1. **An Independent School** – Providing Alternative Provision for children and young people with disabilities and complex needs.
2. **A Residential Short Breaks Service** – Providing Ofsted-registered residential respite care for children and young people with disabilities.

This Attendance Policy sets out the proposed statutory framework for recording, monitoring, and improving attendance across our provision at Budleigh House, in anticipation of Ofsted registration. The policy is designed to meet the requirements of the Independent School Standards (ISSRs) , the Education (Pupil Registration) (England) Regulations 2006, and the Social Care Common Inspection Framework (SCCIF) .

While RHSSC is in the process of securing Ofsted registration, this policy reflects our commitment to meeting and exceeding the statutory expectations for attendance management in independent schools and residential short breaks services.

2. INTRODUCTION

2.1 Purpose of the Policy

This Attendance Policy sets out the statutory framework for recording, monitoring, and improving



attendance across our provision at Budleigh House. The policy is designed to ensure full compliance with:

- **Independent School Standards (ISSRs)**
- **Education (Pupil Registration) (England) Regulations 2006**
- **Non-Association Independent Schools Inspection Handbook**
- **Social Care Common Inspection Framework (SCCIF)**
- **Children's Wellbeing and Schools Act 2026**

The Department for Education statutory guidance *"Working together to improve school attendance"* (published 29 February 2024, applied from 19 August 2024, updated June 2026) outlines that *"improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families."*

At RHSSC, we recognise that for many of our service users, attendance may be significantly more challenging due to their disabilities, complex needs, and vulnerabilities. Our approach is therefore trauma-informed, person-centred, and collaborative, working with families, schools, and Local Authorities to remove barriers to attendance and participation.

2.2 Aim of the Policy

The aim of this policy is to:

1. Maximise attendance and participation in RHSSC services to ensure positive outcomes for children and young people.
2. Provide a clear statutory framework for recording and monitoring attendance in accordance with Ofsted requirements.
3. Establish a supportive, graduated approach to addressing attendance concerns.
4. Ensure full compliance with Independent School Standards, Education (Pupil Registration) (England) Regulations 2006, and Ofsted inspection requirements.
5. Work collaboratively with families, schools, and partner agencies to overcome barriers to attendance.
6. Safeguard the welfare of children and young people through robust attendance monitoring.
7. Demonstrate readiness for Ofsted registration and inspection.

2.3 Scope

This policy applies to:

- **Budleigh House, Susworth, DN17 3AS** – Intended Independent School and Residential Short Breaks provision.



- All RHSSC services delivered at Budleigh House, including:
 - Alternative Provision (AP)
 - Residential Short Breaks
 - Daytime Short Breaks (respite)
 - Therapeutic Interventions
 - Transition Support
- All RHSSC staff, volunteers, and contractors working at Budleigh House.
- All service users and their families/carers.
- All partner organisations (schools, Local Authorities, charities).

3. REGULATORY FRAMEWORK AND INTENDED COMPLIANCE

3.1 Intended Ofsted Registration Status

Budleigh House is in the process of registering with Ofsted as:

Registration Type	Description	Regulatory Framework
Independent School	Providing Alternative Provision for children and young people with disabilities and complex needs.	Independent School Standards (ISSRs); Non-Association Independent Schools Inspection Handbook.
Residential Short Breaks Service	Providing Ofsted-registered residential respite care for children and young people with disabilities.	Social Care Common Inspection Framework (SCCIF); Care Standards Act 2000.

3.2 Regulatory Requirements for Attendance

This policy is designed to meet the following statutory and regulatory requirements:

Legislation/Regulation	Requirement
Education (Pupil Registration) (England) Regulations 2006	Requires independent schools to keep admission and attendance registers and make them available to inspectors during any type of inspection.
Independent School Standards (ISSRs)	All independent schools must meet all paragraphs of the ISSRs to maintain their registration.
Non-Association	Ofsted evaluates schools across six graded areas, including Attendance



Independent Schools Inspection Handbook (2026)	and Behaviour.
Children's Wellbeing and Schools Act 2026	Formalises stronger expectations around school attendance tracking and intervention.
Care Standards Act 2000	Requires registration of residential holiday schemes for disabled children.
Social Care Common Inspection Framework (SCCIF)	Sets out Ofsted's process for inspecting residential short breaks provision.

3.3 Intended Ofsted Inspection Requirements

Upon registration, the following Ofsted inspection requirements will apply:

- Inspectors will evaluate attendance and behaviour as a graded area.
- The school must provide up-to-date attendance analysis for all groups of pupils by 8am on the first day of inspection.
- Inspectors will analyse absence and persistent absence rates, comparing different groups with national averages.
- Inspectors will challenge leaders about unusual patterns in the way that the school records attendance.
- The school must make admission, and attendance registers available to inspectors during any type of inspection.

This policy has been drafted to ensure that RHSSC is fully prepared to meet these requirements upon Ofsted registration.

4. STATUTORY ATTENDANCE RESPONSIBILITIES

4.1 RHSSC as an Intended Independent School

Upon Ofsted registration, RHSSC will have full legal accountability for the education and attendance of all children placed at Budleigh House. This policy is designed to ensure that RHSSC is prepared to fulfil the following responsibilities:

Statutory Responsibility	RHSSC Action
Admission Register	Maintain an admission register containing the personal details of



	every pupil, date of admission, parent/carers information, and details of the school last attended.
Attendance Register	Maintain an attendance register, recording attendance at the start of each morning session and during each afternoon session.
Register Availability	Make admission and attendance registers available to inspectors during any type of inspection.
Register Retention	Preserve attendance registers for a minimum of three years.
Register Amendments	Record any amendments to registers, including the original entry, amended entry, reason for amendment, date, and name/position of the person making the amendment.
Notification to Local Authority	Notify the Local Authority of any part-time education arrangements for pupils.
Section 19 Duties	Ensure children receive suitable full-time education in accordance with their EHCPs.
Safeguarding	Take full responsibility for safeguarding responses arising from attendance concerns.

4.2 Residential Short Breaks Attendance

For children accessing Budleigh House for Residential Short Breaks:

- Attendance is recorded and monitored for each respite session.
- Families/carers are required to notify RHSSC of any cancellation or change.
- Regular attendance at Short Breaks is monitored to identify any emerging concerns.
- Upon registration, inspectors will evaluate how plans for individual children support their attendance at an educational placement that meets their needs.

5. ROLES AND RESPONSIBILITIES

5.1 RHSSC Responsibilities

RHSSC will:

1. Maintain a culture that prioritises and promotes attendance and participation.
2. Provide clear information to families about session times, locations, and attendance expectations.
3. Operate a robust attendance recording system that complies with Ofsted requirements.
4. Monitor attendance at individual and school level, identifying trends and concerns.
5. Follow up on unexplained absences promptly to ensure safeguarding.
6. Offer support to families experiencing attendance difficulties.
7. Liaise with partner agencies (schools, LAs, social workers) to coordinate attendance



support.

8. Take full responsibility for attendance enforcement and statutory reporting upon registration.
9. Prepare for Ofsted inspection by ensuring attendance data is readily available and accurate.
10. Review this policy annually and as required.

5.2 Staff Responsibilities

Staff Member	Role	Attendance Responsibilities
Jay Al Karaki	Head of Services	Overall accountability for attendance; strategic oversight; policy review; liaison with Ofsted, commissioners, and regulators; final escalation decisions; statutory returns.
Hala Okasheh	Operations Manager	Operational oversight of attendance systems; data reporting; quality assurance; cross-premises monitoring; staff deployment; escalation management.
Louise Shepherd	Practitioner and Learning Support Worker	Daily attendance recording and monitoring; direct support for service users; liaison with families; escalation of concerns.
Harvey Buckby	Practitioner and Learning Support Worker	Daily attendance recording and monitoring; direct support for service users; liaison with families; implementation of support plans; escalation of concerns.
Pauline Bullement	Senior Health and Safety Officer	Staff attendance recording; absence management; health and safety compliance; welfare support for staff; training coordination for attendance-related matters.
All Staff	Various	Accurate attendance recording; reporting concerns to line managers; positive engagement with service users and families; supporting the implementation of attendance support plans.

5.3 Service User Responsibilities

Service users are encouraged to:

1. Attend all scheduled sessions to benefit fully from the support offered.
2. Communicate any concerns or anxieties about attendance to staff.
3. Engage positively with activities and support.
4. Take increasing responsibility for their attendance as they progress through transition.

5.4 Family/Carer Responsibilities



Families and carers are expected to:

1. Ensure that children and young people attend all scheduled sessions.
2. Inform RHSSC of any absence before the session starts (or as soon as possible).
3. Provide a valid reason for any absence.
4. Communicate any medical appointments, holidays, or other planned absences in advance.
5. Work collaboratively with RHSSC staff to address any attendance concerns.
6. Ensure that children attend punctually.
7. Understand that RHSSC will take enforcement action for unauthorised absence upon registration.
8. For Residential Short Breaks: Inform RHSSC of any changes or cancellations in a timely manner.

6. ATTENDANCE REGISTER

6.1 Admission Register

Under the Education (Pupil Registration) (England) Regulations 2006, RHSSC must maintain an admission register containing:

- Full name of every pupil
- Date of birth
- Address
- Date of admission or re-admission
- Name and address of parent/carers
- Details of the school last attended

6.2 Attendance Register

RHSSC must maintain an attendance register, recording attendance:

- At the start of each morning session
- During each afternoon session

The register must record whether every pupil is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

6.3 Register Amendments

Every amendment made to the admission register and attendance register must include:

- The original entry
- The amended entry



- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

6.4 Register Retention

Every entry in the admission register and attendance register must be preserved for a minimum of **three years** after the date on which the entry was made.

6.5 Register Availability

Registers must be made available to Ofsted inspectors during any type of inspection.

6.6 Registration Procedure

Attendance is recorded at every session across all RHSSC services. The registration process includes:

1. **Session Register:** A register is taken at the start of each session.
2. **Register Closure:** Registers are closed 15 minutes after the session start time.
3. **Late Attendance:** Service users arriving after the register is closed are recorded as late (unless a valid reason is provided).
4. **Unaccounted Absence:** Where a service user does not attend and no reason has been provided, staff will contact the family/carer immediately to confirm safety and well-being.
5. **Recording System:** Attendance is recorded using RHSSC's electronic recording system.

7. ATTENDANCE CODES

RHSSC uses the following attendance codes to record attendance:

Code	Meaning	Authorised?
P	Present	N/A
L	Late (before register closes)	Authorised
U	Late (after register closes)	Unauthorised
I	Illness (reported by family)	Authorised (subject to evidence)
M	Medical/dental appointment	Authorised
C	Other authorised circumstances	Authorised
O	Off-site educational activity	Authorised
H	Holiday (exceptional circumstances only)	Authorised (at Head of Services' discretion)
G	Holiday (unauthorised)	Unauthorised
N	No reason provided	Unauthorised



X	Unable to attend due to exceptional circumstances	Authorised (at Head of Services' discretion)
S	Service suspension/planned break	Authorised
E	Excluded from service (temporary)	Unauthorised
W	Waiting for placement/transition	Authorised

Note: Upon Ofsted registration, inspectors will challenge any unusual patterns in the recording of attendance, including the use of inaccurate register codes.

8. SESSION RECORDING

Attendance is recorded at the following frequency:

Service Type	Recording Frequency
Alternative Provision (full day)	Morning and afternoon registration
Alternative Provision (half day)	Registration at session start
Residential Short Breaks	Registration at session start (each day)
Daytime Short Breaks	Registration at session start
Fun Clubs / Social Camps	Registration at session start
After-School Programmes	Registration at session start
Outreach Support	Confirmation of attendance (sign-off by family/carer)
Transition Support	Confirmation of attendance
Therapeutic Interventions	Registration at session start

9. REPORTING ABSENCE

9.1 Family/Carer Responsibility

It is the family/carer's responsibility to inform RHSSC of their child's absence. This must be done **before the session starts** (or as soon as possible thereafter). Absences can be reported via:

Method	Contact Details
Telephone	07484371525
Email	Attendance@Rhscs.org.uk
In Person	At the premises

9.2 What to Report



Families should report:

1. Child's name and date of birth
2. Date(s) of absence
3. Reason for absence
4. Expected return date (if known)
5. Any additional information (e.g., medical concerns)

9.3 Medical Evidence

Where there is a genuine and reasonable doubt about the authenticity of an illness, RHSSC may request medical evidence to support the absence.

10. AUTHORISED AND UNAUTHORISED ABSENCE

10.1 Authorised Absence

Absences are **authorised** where:

- The service user is unwell (illness reported by family/carer).
- The service user has a medical/dental appointment that cannot be scheduled outside session times.
- The service user is attending an approved off-site educational activity.
- The absence is for religious observance.
- The absence is for exceptional circumstances approved by the Head of Services.
- The absence is part of a planned transition or service suspension.

10.2 Unauthorised Absence

Absences are **unauthorised** where:

- No reason is provided by the family/carer.
- The reason provided is not considered valid (e.g., shopping, birthday, looking after siblings).
- The service user is absent without consent.
- The service user is on an unauthorised holiday.
- The service user is late after the register has closed.

Unauthorised absence may lead to:

- Escalation to the Local Authority (in line with statutory duties).
- Education Penalty Notices (fines) for compulsory school-aged children.
- Legal action (prosecution) in cases of persistent unauthorised absence.
- Reconsideration of service eligibility.
- Safeguarding referrals where appropriate.

10.3 Exceptional Circumstances



Exceptional circumstances that may be considered for authorised absence (at the Head of Services' discretion) include:

- Service personnel returning from a tour of duty abroad.
- Absence recommended by a health professional as part of rehabilitation.
- Death or terminal illness of a close family member.
- Wedding or funeral of a close family member.
- Other unforeseen exceptional circumstances.

Evidence will be required in each case.

11. SUPPORTING ATTENDANCE

11.1 Whole School/Service Approach

RHSSC promotes attendance through:

1. **Positive Environment:** A welcoming, safe, and supportive environment.
2. **Engaging Activities:** Activities tailored to the interests and needs of service users.
3. **Positive Relationships:** Building trust and rapport with service users and families.
4. **Clear Communication:** Regular updates and open communication with families.
5. **Celebrating Success:** Recognition and rewards for good attendance.
6. **Flexible Services:** Responsive to the needs of families (e.g., timing, location).

11.2 Early Intervention

Where attendance begins to decline, RHSSC will take early intervention action:

Step	Action	Responsible
Step 1	Informal discussion with family to identify barriers.	Practitioner / Learning Support Worker
Step 2	Agree a support plan to address barriers.	Practitioner / Learning Support Worker
Step 3	Review support plan and monitor attendance.	Practitioner / Learning Support Worker
Step 4	If no improvement, escalate to Operations Manager.	Practitioner / Learning Support Worker
Step 5	Formal attendance meeting with family.	Operations Manager
Step 6	If no improvement, consider formal escalation.	Head of Services

11.3 Support for Families

RHSSC offers the following support to families experiencing attendance difficulties:

1. **Individual Support Plans:** Tailored to the specific barriers identified.
2. **Home Visits:** Visits to the family home to understand challenges and build trust.



3. **Advocacy:** Support in liaising with schools and Local Authorities.
4. **Parent/Carer Workshops:** Training on managing anxiety and supporting attendance.
5. **Early Help:** Referral to Early Help services where appropriate.
6. **Transition Support:** Additional support for children transitioning between services.

11.4 Support for Service Users

RHSSC offers the following support to service users experiencing attendance difficulties:

1. **1:1 Mentoring:** Behavioural and social skills support (provided by Practitioners and Learning Support Workers).
2. **Therapeutic Interventions:** Emotional support and anxiety management.
3. **Gradual Reintroduction:** Phased return to services following absence.
4. **Reasonable Adjustments:** Adaptations to the environment or activity to support attendance.
5. **Peer Support:** Opportunities to build friendships and confidence.

12. ATTENDANCE THRESHOLDS

12.1 RHSSC Expectations

RHSSC expects service users to achieve a minimum attendance of 95%. However, we recognise that for children with disabilities and complex needs, lower attendance may be appropriate due to medical conditions or other factors.

Attendance is assessed on an individual basis, taking into account:

- The child's health and medical needs
- The nature of their disability/complex needs
- Family circumstances
- The service being provided

12.2 Monitoring Thresholds

Attendance Level	Definition	Action
95% and above	Good attendance	Continue positive reinforcement; monitor.
90% - 94%	Below expected	Informal discussion with family; identify any barriers; support as needed.
80% - 89%	Persistent absence	Formal attendance support plan; regular monitoring; escalation if needed.
Below 80%	Significant concern	Intensive support; multi-agency meeting; review of service eligibility; consideration of escalation to Local Authority.



12.3 Severe Absence

Severe absence is defined as attendance below 50%. These service users are likely to require intensive, multi-agency support and may be at increased safeguarding risk. A whole family plan should be developed, involving RHSSC, schools, Local Authorities, and other agencies as appropriate.

13. ESCALATION AND ENFORCEMENT

13.1 Graduated Escalation

Where attendance concerns persist despite support, RHSSC will escalate:

Stage	Action	Responsible
Stage 1	Informal conversation with family	Practitioner / Learning Support Worker
Stage 2	Written attendance concern letter	Practitioner / Learning Support Worker
Stage 3	Formal attendance meeting	Operations Manager
Stage 4	Support plan review and escalation	Head of Services
Stage 5	Referral to Local Authority	Head of Services
Stage 6	Review of service eligibility	Head of Services / Board

13.2 Enforcement Action

Upon Ofsted registration, RHSSC will take **full responsibility** for enforcement action:

Enforcement Action	Description
Penalty Notices	RHSSC refers cases to the Rolled school / Local Authority for Education Penalty Notices (fines) in line with the National Framework for Penalty Notices.
Legal Action	RHSSC may pursue legal action (prosecution) in cases of persistent unauthorised absence.
Safeguarding Referral	RHSSC refers safeguarding concerns to Children's Social Care where appropriate.
Service Review	RHSSC reviews service eligibility where attendance concerns persist.

13.3 Penalty Notice Framework issued by the rolled and named registered school

Offence	Fine Amount	Payment Period
First Offence	£80 per parent, per child	Within 21 days
First Offence (late payment)	£160 per parent, per child	Between 22nd and 28th day



Second Offence (within 3 years)	£160 per parent, per child	Within 28 days (no reduced rate)
Third Offence (within 3 years)	Penalty Notice NOT issued; case referred to Magistrates' Court	Prosecution can result in fines of up to £2,500

13.4 Safeguarding Considerations

Attendance concerns may indicate wider safeguarding issues, including:

- Abuse or neglect
- Child exploitation (CSE, CCE)
- Mental health concerns
- Family crisis
- Risk of going missing

RHSSC will follow its Safeguarding Policy and refer concerns to Children's Social Care where appropriate.

14. LEAVES OF ABSENCE

14.1 Holidays in Session Time

Parents/carers are urged not to take their child out of school/service during scheduled sessions. Any absence from education or therapeutic provision interrupts learning, therapeutic progress, and routine.

Holidays during session time will only be authorised in exceptional circumstances. The Department for Education does not consider a need or desire for a holiday or other absence for leisure purposes to be an exceptional circumstance.

Process for requesting holiday leave:

1. Complete a Leave of Absence Request Form at least 4 weeks in advance.
2. Provide details of the reason for the request.
3. The Head of Services will make a decision and notify the family in writing.
4. Unauthorised holiday absence may be reported to the Local Authority for enforcement action.

14.2 Service Suspension

Service suspension may be agreed in exceptional circumstances, including:

- Planned hospital admissions
- Family emergencies
- Short-term changes in family circumstances

Service suspension is agreed in advance and recorded as an authorised absence.



14.3 Transition Breaks

During transitions between services (e.g., moving from Alternative Provision to mainstream school), there may be planned breaks in attendance. These are agreed in advance and recorded as authorised absence.

15. TRANSITION SUPPORT

15.1 Transition Planning

RHSSC provides transition support for service users moving between services or into adulthood. Attendance during transition is particularly important to ensure continuity of care and support.

Transition support includes:

1. **Individual Transition Plans:** Developed 6 months in advance of the transition.
2. **Joint Reviews:** With families, schools, social workers, and adult services.
3. **Familiarisation Visits:** Visits to new settings.
4. **Phased Reintroduction:** Gradual transition to new services.

15.2 18+ Pathway

For service users moving into adulthood, RHSSC works with Adult Social Care to ensure continuity of support. Attendance during this transition is monitored and supported to ensure a seamless move.

16. DATA AND OFSTED PREPAREDNESS

16.1 Attendance Data

RHSSC collects and monitors attendance data to:

1. Identify individual and school-level trends.
2. Support early intervention.
3. Demonstrate readiness for Ofsted registration and inspection.
4. Report to commissioners and regulators.
5. Inform school improvement.
6. Meet statutory and contractual obligations.

16.2 Ofsted Readiness

In preparation for Ofsted registration and inspection, RHSSC ensures that:

- Attendance registers are accurate and up-to-date.
- Attendance analysis is available for all groups of pupils.
- Admission registers are complete and compliant with regulations.
- Staff are trained in attendance recording and reporting.



- Policies are in place and reflect statutory requirements.
- Systems are in place to make registers available to inspectors.

16.3 Reporting Schedule

Audience	Frequency	Responsible
Head of Services	Monthly	Operations Manager
Board of Directors	Quarterly	Head of Services
Local Authorities	As required (contractually)	Head of Services
Ofsted (upon registration)	As required / during inspection	Head of Services

16.4 Data Protection

All attendance data is processed in accordance with:

- The Data Protection Act 2018
- UK GDPR
- RHSSC's Privacy Policy

17. SAFEGUARDING

17.1 Children Missing from Education

Where a service user is absent without explanation for an extended period, RHSSC will:

1. Attempt to contact the family/carers (all available methods).
2. Conduct a home visit (if appropriate).
3. Make enquiries with other agencies (e.g., schools, social workers).
4. Report concerns to the relevant Local Authority (Children Missing Education / Safeguarding).
5. Follow the RHSSC Safeguarding Policy.

Children going missing from services, particularly repeatedly, may be a warning sign of safeguarding concerns, including abuse, neglect, exploitation, or mental health issues.

17.2 Emergency Contacts

RHSSC holds emergency contact details for every service user. Where reasonably practicable, more than one emergency contact is held. These details are updated regularly by families/carers.

17.3 Safeguarding Concerns

All staff are trained to identify safeguarding concerns, including those that may be indicated by poor attendance. Staff follow the RHSSC Safeguarding Policy and report concerns to the Designated Safeguarding Lead (DSL).

18. TRANSITION TO OFSTED REGISTRATION



18.1 Preparation Phase

RHSSC is actively working towards Ofsted registration and has implemented the following preparatory measures:

Area	Preparation Activity	Status
Policies	Attendance Policy drafted to meet ISSRs and Education (Pupil Registration) Regulations.	Complete
Registers	Admission and attendance registers established in line with statutory requirements.	Complete
Systems	Electronic attendance recording system in place and operational.	Complete
Staff Training	Staff trained in attendance recording and reporting procedures.	Ongoing
Data	Attendance data being collected and analysed for all groups of pupils.	Ongoing
Compliance	Self-audit conducted against Independent School Standards.	Ongoing
Application	Ofsted registration application submitted.	In Progress

18.2 Post-Registration

Upon successful Ofsted registration, RHSSC will:

1. Continue to operate in full compliance with all statutory requirements.
2. Ensure all registers are available to Ofsted inspectors during any type of inspection.
3. Provide up-to-date attendance analysis to inspectors by 8am on the first day of inspection.
4. Respond to any inspection findings and implement improvements as required.
5. Maintain and review this policy annually.

19. REVIEW AND MONITORING

19.1 Policy Review

This policy will be reviewed:

- Annually (at minimum)
- When changes in legislation or Ofsted guidance occur
- When significant issues arise relating to attendance
- When required by commissioners or regulators
- Upon successful Ofsted registration

19.2 Monitoring Compliance

Compliance with this policy is monitored through:

- Regular attendance data analysis
- Staff training and awareness
- Audit of attendance recording
- Service user and family feedback



- Ofsted registration readiness assessments

20. APPENDICES

Appendix A: Attendance Recording Form

Date	Service User Name	Session	Code	Notes	Staff Initials
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Appendix B: Leave of Absence Request Form

Item	Details
Service User Name	
Date of Birth	
Requested Dates of Leave	
Reason for Request	
Supporting Evidence (if applicable)	
Family/Carer Signature	
Date	

Appendix C: Attendance Support Plan

Item	Details
Service User Name	
Date of Birth	
Current Attendance %	
Identified Barriers	
Support Actions	
Responsibilities	
Review Date	
Family/Carer Signature	
Staff Signature	
Date	

Appendix D: Escalation Flowchart

(To be developed)

Appendix E: Ofsted Registration Status

Premises	Current Status	Attendance Responsibility
Budleigh House, DN17 3AS	In the process of Ofsted registration	RHSSC takes full responsibility for attendance recording, monitoring, and enforcement action upon registration.

21. SIGN-OFF



Role	Name	Signature	Date
Head of Services	Jay Al Karaki		04 August 2026
Operations Manager	Hala Okasheh		04 August 2026
Senior Health and Safety Officer	Pauline Bullement		04 August 2026
Practitioner and Learning Support Worker	Louise Shepherd		04 August 2026
Practitioner and Learning Support Worker	Harvey Buckby		04 August 2026
Board of Directors (Chair)			

22. DOCUMENT INFORMATION

Item	Detail
Document Title	Richmond House Social Care Services - Attendance Policy (Pre-Ofsted Registration)
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Richmond House Social Care

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Where attendance is a statutory commitment to the future of every child.

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