**Supply & Demand Consultancy Ltd**

# Attendance and Children Missing in Education (CME) Policy

**Reviewed: September 2025**
**Next Review: September 2026**

## Policy and Scope

Supply & Demand consultancy Ltd understand 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. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Supply and Demand consultancy Ltd promote good attendance and punctuality across all pupils. We ensure early identification, tracking, and support for children at risk of poor attendance or missing education. We comply with statutory guidance including 'Working Together to Improve School Attendance 2024 and the Children Missing Education statutory guidance 2024. We aim to work collaboratively with families and partner agencies to safeguard every child.

### Recording Attendance

- Teachers must record attendance at each session (absent, present, late) noting session time arrival
- Reason for absence or lateness should be recorded
- Attendance should be submitted on time
- Attendance records are shared with the Local Authority as required

### Reporting Absences

- Supply & Demand Consultancy Ltd must be informed immediately if a pupil does not attend a lesson
- Repeated patterns of lateness and absences must be reported to the DSL this will trigger targeted support and interventions.
- Commissioners will be informed of all attendance concerns
- Any safeguarding concerns should be reported immediately to the Designated Safeguarding Lead
  DSL – Charlotte Atkins charlotte.a@supply-demand.co.uk
  DDSL – Jordan Rhodes Jordan@supply-demand.co.uk

### Parents/Carers

- Ensure the pupil attends home tuition or agreed community venue punctually and regularly as set out in the tuition timetable.
- Access or partake in the support or programmes offered

### Safeguarding

- When a child is missing and their whereabouts are unknown, or there are concerns about safety the DSL will make a safeguarding referral to the School or Local Authority or contact the police if necessary. DSL will undertake enquiries to locate the child and ensure they are safe.

**Contact**
info@supply-demand.co.uk
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Full version

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf