

Company Policies & Procedures



AE Admissions and Attendance Policy

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Version:	V1

Document Change History		
Version	Date	Comments
V1	13/02/2026	Amendments to Introduction Referrals Information sharing Attendance Quality Assurance Locations Provision Commencing Process

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Introduction

KTM Care Ltd are a Non-School Alternative Provision who in partnership with Local Authorities, Schools and Colleges can provide Alternative Education. For “school age” children up to the age of 18 years old. We support children with complex needs, who may be non/pre-verbal, neurodivergent and or with a learning disability. Some children are undergoing statutory assessment whilst others may have already have an Education Health and Care Plan.

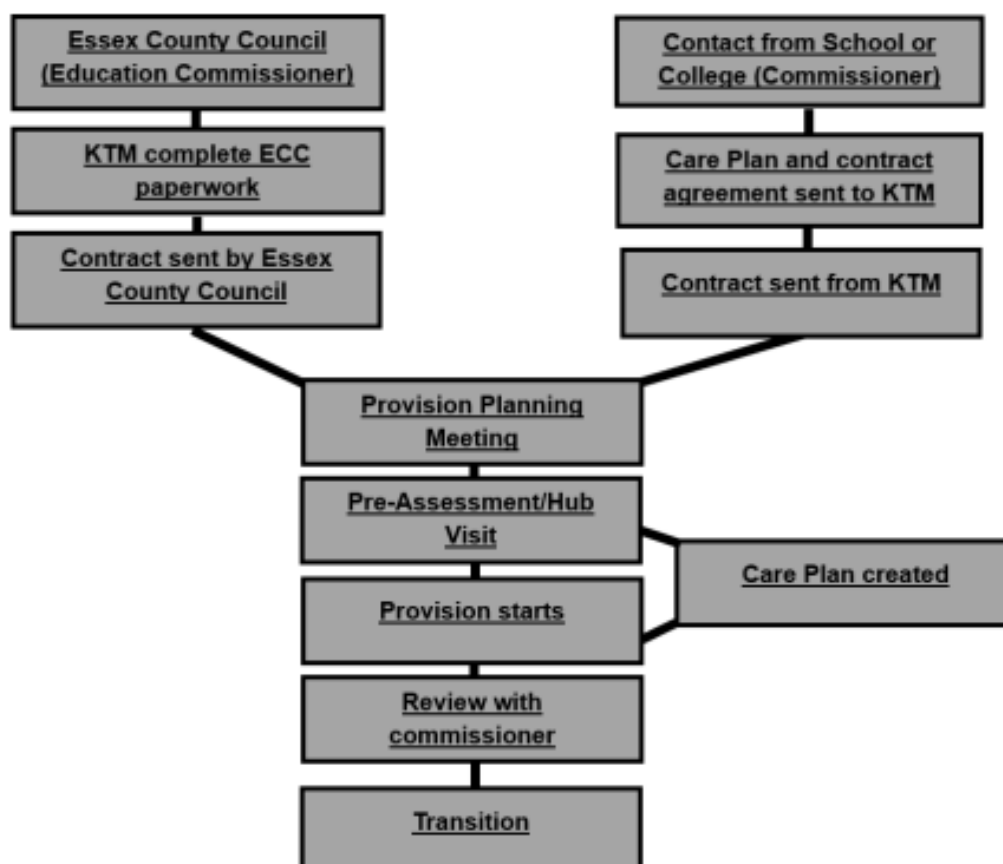
We at KTM Care Ltd work differently from the generic education setting and empower children to learn in a different environment, working on everyday independent living skills, social skills and of course creating a holistic communication system that can be adopted throughout all settings.

Referrals

Referrals can be made via any source. Usually, direct referrals come from schools when a child has become difficult to engage with or present with harmful or crisis behaviours that have become unsafe in their environment.

Essex County Council can refer via their Individual Packages of Education Support (IPES) system, this is the route the local authority commissions Non-School Alternative Provision.

Each child's circumstances will differ as to why a commission is arranged, KTM will receive information regarding the child's needs.



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Information sharing

KTM will engage with families and professionals that have or have been involved in the child's life to bring together a complete holistic approach to their support package. It is important to all be consistent in the approach in order for the child to feel empowered, to achieve their goals and agreed outcomes.

KTM Care work in partnership with Families, Teachers, Occupational Therapists, Speech and Language Therapists etc; anyone involved with the child.

We communicate with all our families via their own WhatsApp "family" group, this is to ensure the lines of communication are clear with everyone involved in the day-to-day plans. This is an excellent way to ensure that any feedback, information to share is quick and gets through to the people who need it.

Attendance

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "[Working together to improve school attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions. Our Admissions and Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins KTM's ethos to:

- promote children's welfare and safeguarding;
- ensure every child has access to the support and education they are entitled;
- ensure that children succeed whilst at KTM Care;
- ensure that children have access to the widest possible range of opportunities during their time at our provision.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Although KTM Care provides Non-School Alternative Provision as children are within our care during the school day we will foster this approach.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in whereby our children feel safe, secure and valued;
- Raising and maintaining an awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be with us, for each session that is commissioned, unless the reason for the absence is unavoidable.

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Promoting Regular Attendance

KTM believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our children, their families and commissioners from the outset. It is a central part of our vision, values, ethos and day-to-day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents, children and all KTM staff.

To help us all to focus on this, we will:

- Submit daily attendance to commissioners whether this is via DC Pro or direct to schools
- Build strong relationships and work jointly with families;
- Give parents/carers details on attendance on a weekly basis.
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law;
- Report to parents/carers regularly on their child's attendance and the impact on their progress;
- Contact parents/carers should their child's attendance to work in partnership to improve where there are concerns.

Understanding Types of Absence

Any absence affects the routine of a child's education and regular absence will seriously affect their learning journey and ability to progress. All pupils attending KTM Care's Non School Alternative Provision are collected and dropped home by staff, should children be unwell or absent for reasons unknown KTM will investigate and determine whether this is an authorised or unauthorised absence. Ensuring a child's regular attendance at KTM is a parental responsibility and allowing absence from KTM, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from KTM has to be classified by KTM (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in education time, emergencies or other unavoidable cause.

Unauthorised absences are those which KTM Care does not consider reasonable and for which no 'leave' has been granted.

Unauthorised absence includes, (however this list is not exhaustive):

- parents/carers keeping children off unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- absences which have never been properly explained;
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical

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appointments;

- their own or family birthdays;
- holidays taken during term time, not deemed 'for exceptional purposes' by the Registered Manager/Children's Operations Manager, including any arranged by other family members or friends;
- day trips;
- other leave of absence in term time which has not been agreed.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

Absence Procedures

KTM Care will monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from KTM Care the parent must follow these procedures:

- Contact KTM Care using the family whats app group that has been assigned on the first day of absence.
- KTM Care has an answer phone available to leave a message if nobody is available to take your call, or you may call into KTM Care personally and speak to the staff.
- Contact KTM via the family whats app group on every further day of absence.

If your child is absent we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding;
- Arrange a meeting with you to discuss a support/action plan to adjust support your child to attend.
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

If absence continues we will:

- Liaise with the commissioner and review provision to discuss next steps
- Offer signposting support to other agencies or services, if appropriate;
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

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Once a child has been accepted onto the AE program at KTM, we conduct a provision planning meeting to ascertain the following information:

1. Where child is on roll.
2. Who is responsible for safeguarding?
3. Who do we notify of attendance?
4. Expected timetable / days and times they will be with KTM and where else they will be attending in the week.
5. Start date / Expected duration / end date if known.

We will aim to let the relevant school / ECC (<https://ap-essex.dcpco.co.uk>) know by lunchtime that the child has/has not attended the session with KTM.

KTM will let Parents know each September when our Inset days are, as these are essential in ensuring that All Staff maintain their high level of training and compliance.

In the event that a child is not attending regularly, we will work with the family / school / other professionals involved to break down any barriers we can. We carry out the transport for the children so can very often minimise this as a barrier and will always work with the Parents / Carers to support any difficult transitions.

Quality Assurance

KTM Care Ltd use a digital care plan called “Sekoia” which captures real-time information and keeps communication / expectations and guidance clear and concise. We create a report summary each week that is shared with parents, commissioners, social workers etc to ensure communication remains constant and high standards of service delivery are being met.

We hold regular check in's with parents and the child themselves to make sure we're all working together and happy with the service delivery and adapt, record when things change.

Reviews / Children in Need meetings etc are an important part of ensuring needs are being met and communication is shared so KTM Care Ltd will attend regular meetings for each child.

Locations

KTM Care's Head Office is 'The Hub' based at Peartree Business Park, Stanway, it is used as a central base for children to engage with activities, soft play, computers, arts & crafts and supported by staff. The building has been fully risk assessed and inspected by our Health & Safety consultants "Citation". September 2024.

We use other sites such as a caravan at Highfield Grange Caravan Park in Clacton, local scout huts and the local community to carry out activities with our children. All locations are fully risk assessed via the company Health & Safety platform "Atlas" with Citation but also any children specific risks are highlighted in their care plan via the digital platform "Sekoia".

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AE Admissions Procedure for Head Office Staff

Provision Commencing Process

Pre-Assessment process:

1. Care passport completed (KTM referral form) by next of kin
2. Complete Sekoia care plan draft at assessment.
3. Medical consent / administration completed & signed by next of kin
4. Epilepsy care plan obtained.
5. Identify suitable / compatible Staff.

Children start up process:

1. Funding Agreement sent to purchaser, (If on roll at a school). Contract signed with Essex County Council if IPES.
2. Provision Planning Meeting held with commissioner and family.
3. Welcome letter sent to Parents with partnership agreement.
4. Timetable / letter introducing the staff and activity plans.
5. Email Sekoia lead for a new location for the child to be added to the Sekoia system.
6. Basic information added to Sekoia.
7. Signed Physical Intervention Strategy must be obtained prior to starting & added to file.
8. Goals, Traffic light system, Staff risk assessment & My care plan sections to be started prior to the “get to know you session” and updated before actual start of timetable.
9. If working in the family home – House & Fire risk assessment must be completed & added to file section of Sekoia.
10. Check medications / instructions are still relevant – add to Sekoia.
11. Commence “Get to know you” sessions.
12. Weekly reports sent to Parents, Social Worker /Commissioner etc and gain feedback on service delivery.