



EDClass Attendance Policy

POL069

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Approved by Sam Warnes

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Overview, Statutory Scope and Purpose

EDClass is an online alternative education delivery platform designed to support the engagement, progress, and reintegration of learners who cannot access mainstream education. Reasons for placement include Emotionally Based School Avoidance (EBSA), mental health needs (e.g., severe anxiety), medical or physical health challenges, and behavioural interventions, including suspensions or fixed-term exclusions.

Regular attendance and active engagement are fundamental to academic progress, personal well-being, and successful reintegration into mainstream school settings. Attendance is not viewed in isolation; it is intrinsically linked to safeguarding, curriculum accessibility, admissions procedures, and behaviour management.

This policy operates in direct alignment with statutory Department for Education (DfE) guidance and the standards of the Online Education Accreditation Scheme (OEAS). EDClass works in close partnership with commissioning schools, multi-academy trusts (MATs), local authorities, and parents/carers to ensure that every student's learning pathway is monitored, secure, and legally compliant.

Scope and Applicability

This policy applies to all EDClass employees, academic and safeguarding staff, Local Authorities (LAs), Multi-Academy Trusts (MATs), commissioning mainstream schools, alternative provisions, parents/carers, and learners accessing the platform.

Statutory Framework and Regulatory Compliance

This policy complies with all relevant statutory legislation and national guidance governing school attendance, pupil registration, safeguarding, and online alternative provision, including:

- ✓ The Education Act 1996
- ✓ The Education Act 2002
- ✓ The Education and Inspections Act 2006
- ✓ The Education (Pupil Registration) (England) Regulations 2006 (and subsequent amendments 2010, 2011, 2013, 2016)
- ✓ The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- ✓ Working together to improve school attendance (DfE statutory guidance)
- ✓ Keeping Children Safe in Education (KCSIE) 2026 (statutory guidance)
- ✓ The Online Education Accreditation Scheme (OEAS) standards

Under statutory pupil registration regulations, the commissioning school or academy maintains the legal roll and primary statutory duty for the child's education and welfare. EDClass acts as the commissioned off-site educational provider delivering full-time or part-time supervised education.



Scope and Shared Responsibilities

Improving and sustaining attendance requires a multi-agency, shared partnership approach.

Commissioning Schools and Academies Must:

- ✓ **Maintain the Statutory Register:** Retain overall legal responsibility for attendance codes, census submissions, and statutory reporting under DfE guidelines.
- ✓ **Designate Key Leads:** Appoint a named Senior Leader (SLT), Designated Safeguarding Lead (DSL), and Attendance Officer to liaise directly with EDClass.
- ✓ **Report Placement Context:** Detail the agreed timetabled hours, learning pathway, and any special educational or medical needs upon placement.
- ✓ **Act on Absence Alerts:** Monitor live notifications and registers, following up unexplained absences and conducting home visits or statutory casework where required.
- ✓ **Review Progress:** Participate actively in automated and scheduled student review meetings to evaluate data, review timetables, and plan mainstream reintegration.

Parents and Carers Must:

- ✓ **Ensure Regular Participation:** Ensure their child accesses the EDClass platform on time for every scheduled session between 09:00 and 16:00, in accordance with their agreed timetable.
- ✓ **Report Absences Promptly:** Notify EDClass and the commissioning school immediately on the first day of absence, stating the exact reason and expected date of return.
- ✓ **Support Learning at Home:** Provide an appropriate learning environment free from distractions, reinforcing the expectation of daily attendance.
- ✓ **Engage with Reviews:** Collaborate with the school and EDClass during progress and attendance review meetings.

EDClass Staff and Systems Will:

- ✓ **Deliver Supervised Education:** Provide access to qualified teachers, learning mentors, and an individualised contextual curriculum.
- ✓ **Track Active Participation:** Record and verify live student activity, including assessment completion, lesson progress, interactive chat, and teacher live-stream access.
- ✓ **Issue Real-Time Notifications:** Automatically alert the school and parents when a learner is absent or ceases interaction during scheduled sessions.
- ✓ **Ensure Regulatory Safeguarding:** Prioritise student safety through continuous digital monitoring and direct reporting lines overseen by the Head of Safeguarding.

Flexible Seat Model and School-Wide Deployment

Purchasing an EDClass "Learning Seat" equips the commissioning body with a flexible resource across the entire institution. Seats are not locked to a single pupil; they can be rotated dynamically across cohorts and diverse school settings:



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- ✓ **Off-Site and Medical Needs:** Pupils learning from home due to mental health conditions (example – anxiety and depression), medical conditions, or EBSA (Emotionally Based School Avoidance).
- ✓ **Inclusion Hubs and Support Units:** Pupils needing specialised, low-stimulus academic engagement within an on-site inclusion setting.
- ✓ **Internal Alternative Provision (IAP) and Isolation Units:** Maintaining continuous curriculum access and real-time attendance tracking for pupils removed from standard classes.
- ✓ **Structured Detentions and Interventions:** Targeted catch-up sessions, behavioural reflection, or guided curriculum repair.

Live Teaching, Real-Time Timetables and Camera Policy

- ✓ **Daily Operating Window:** Timetabled lessons run between **9:00 AM and 4:00 PM**, customised to the learner's agreed hourly schedule.
- ✓ **Live UK-Qualified Teachers:** Pupils receive synchronous and asynchronous instruction led and supported in real time by EDClass teaching staff. Learners can request immediate one-to-one assistance, audio/video breakouts, or text support via the secure classroom interface.
- ✓ **Dynamic Timetable Management:** Commissioning schools and LAs can view and adjust timetables live based on learner progress, engagement, and phased step-up targets.

Camera-On Policy and Visual Safeguarding

- ✓ **Mandatory Visual Verification:** EDClass operates an active camera-on requirement during live registration and instructional sessions.
- ✓ **Safeguarding and Identity Check:** Visual monitoring verifies the student's physical presence, alertness, personal well-being, and work environment. It ensures no third party is completing coursework on their behalf.
- ✓ **Secure Platform Environment:** All camera feeds are processed within EDClass's closed, secure, and monitored platform architecture. Staff intervene immediately if a pupil drops visual contact or indicates distress.

Multi-Tiered System Tracking and Audit Logs

Every action taken within the EDClass ecosystem generates a time-stamped digital audit log. This granular data proves active attendance and learning engagement:

Tracked Module / Activity	Metrics and Audit Capabilities
AM and PM Registration	Automated digital timestamp of login, session status



Tracked Module / Activity	Metrics and Audit Capabilities
Lesson-by-Lesson Progress	Active learning duration, page views, video completions, and interactive task submissions.
Active Learner Response	Questions answered, real-time quizzes, formative diagnostic results.
Punctuality and Lateness	Precise login timestamps recorded down to the second against the scheduled start time.
Sickness and Absence Logs	Timestamp of parent/school notification, recorded reason,
Safeguarding Interactions	Full chat logs, teacher intervention alerts, camera status, well-being red flags, escalated concerns.

Platform Attendance Tracking and The Notification System

EDClass operates an automated, auditable tracking system to verify authentic education and evidence standards.

- ✓ **Core Window (09:00 - 16:00):** Restricts tracking and verifiable learning sessions to standard school hours.
- ✓ **Continuous Engagement Diagnostics:** Instead of relying on a passive login, the system verifies authentic participation through four distinct signals: continuous platform activity (clicks), lesson progression/response rates, live webcam/audio check-ins with staff, and completed diagnostic assessments.
- ✓ **Inactive Pathway (Safeguarding & Absence):** If the student disconnects, or fails check-ins, the session is marked unverified, immediately triggering automated app and email alerts so the school's attendance and safeguarding teams can intervene without delay.
- ✓ **Live Digital Footprint:** Attendance is determined by verified academic engagement—including question responses, platform clicks, diagnostic assessments, and active lesson time—rather than passive web login.
- ✓ **Lesson-by-Lesson Registers:** Staff and system algorithms log a register mark for every individual lesson throughout the timetabled day.
- ✓ **Automated Notification App and Escalation:**
 - ✓ If a learner fails to log in during the morning (AM) or afternoon (PM) registration window, the system marks the student absent.
 - ✓ An automated push notification and secure email alert are dispatched to the commissioning school's Attendance Officer and the registered parent/carer.



Live Audit Access: Designated school staff can view live camera feeds, teacher-student chat logs, learning minutes, and platform alerts directly via the secure portal at any point during the school day.

Key Personnel Configured for Alerts and Reports

- ✓ **Commissioning Schools and MATs:** Attendance Officers, Designated Safeguarding Leads (DSLs), Heads of Year, SENCOs, Inclusion Managers, Senior Leadership Teams (SLT), and Executive Trust Leaders.
- ✓ **Local Authorities:** Section 19 Caseworkers, EOTAS Lead Officers, SEND Officers, and Elective Home Education (EHE) / Missing in Education Teams.
- ✓ **Parents and Carers:** Immediate text/app push alerts notifying parents of absences, morning/afternoon registration confirmation, and weekly attainment summaries.

Reporting Channels and Frequency

- ✓ **Instant Disengagement Alerts:** Immediate notifications dispatched if a student is late, fails to register, logs off early, or turns off their visual feed without permission.
- ✓ **AM / PM Daily Registers:** Instant broadcast of formal morning and afternoon registers directly to school attendance contacts.
- ✓ **Weekly and Termly Metric Dashboards:** Comprehensive attendance percentages, active learning hours, attainment records, and behavioural compliance aggregated for SLT, MAT boards, and LAs.

Clear Roles and Division of Responsibilities

EDClass acts as a centralised safeguarding, delivery, and compliance hub connecting three core stakeholder groups:

- ✓ **EDClass Central Platform (The Hub):** Serves as the tracking engine—capturing real-time attendance, monitoring visual/chat interactions, generating instant disengagement alerts, and consolidating progress records for multi-agency reviews.
- ✓ **Local Authorities (Statutory Compliance):** Receives verified data to satisfy **Section 19 (Education Act 1996)** duties—ensuring pupils unable to attend mainstream school (due to medical needs, exclusions, or other circumstances) receive suitable, full-time alternative provision with defensible audit trails.
- ✓ **MATs and Schools (Operations & Pastoral Care):** Feeds verified session data straight into **official school attendance registers** and alerts designated safeguarding/attendance leads immediately so they can take rapid welfare action if a pupil logs off or disengages.
- ✓ **Students and Parents (Structure & Accountability):** Sets clear conditions for learning off-site, requiring consistent daily lesson participation and **mandatory camera check-ins** to verify student identity, engagement, and physical well-being.

The Role of EDClass: Instant Tracking and Reporting

- ✓ **Immediate Attendance Notification:** Mark learners absent immediately if they fail to join registration, instantly sending notifications to school contacts and parents.

- ✓ **Absence Categorisation Support:** Immediately report declared sickness, unauthorised dropouts, and late arrivals with exact timestamps.
- ✓ **Automated Onboarding:** Fast-track administrative onboarding so student timetables go live without delay.
- ✓ **Safeguarding Governance:** Kim, Head of Safeguarding, oversees all welfare and attendance escalation triggers, operating above SEND pathways to ensure statutory welfare compliance.
- ✓ **Multi-Agency Reviews:** Host and facilitate regular progress reviews, analysing attendance trends, academic recovery, and reintegration milestones.

The Role of Commissioning Clients (MATs and Mainstream Schools): Official Recording

- ✓ **Statutory Mark Recording:** While EDClass provides the real-time tracking data, the commissioning school remains the legal keeper of the attendance register. The client is legally responsible for recording the corresponding DfE attendance codes in their School Information Management System.
- ✓ **First-Day Absence Welfare Calls:** Conduct immediate safeguarding follow-up when an EDClass absence alert is triggered.
- ✓ **Timetable Governance:** Manage seat rotation across inclusion, isolation, and off-site cohorts to optimise engagement.

The Role of Local Authorities (LAs)

- ✓ **Section 19 Compliance Oversight:** Monitor allocated seats to verify that pupils without access to mainstream provision receive their statutory educational entitlement.
- ✓ **Multi-Agency Partnership:** Participate in multi-agency review panels alongside EDClass safeguarding leads, SENCOs, and social care representatives to evaluate long-term educational plans.

The Role of the Student and Parents/Carers

- ✓ **Learner Expectation:** Log in punctually according to the agreed timetable, maintain camera engagement for safeguarding verification, and actively complete lesson tasks.
- ✓ **Parental Obligation:** Report any sickness or morning absence directly to both the commissioning school and EDClass prior to the start of registration. Support the student's learning environment by ensuring high visual and active engagement.

Client Reporting Requirements vs. EDClass Reporting Outputs

To ensure dual-registration accuracy, clear reporting boundaries are maintained between the commissioning institution and EDClass.

What the Client Must Report to EDClass

- ✓ **Planned Absences:** Advance notice of medical appointments, external multi-agency meetings, school exams, or authorised holidays.



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- ✓ **Timetable Alterations:** Adjustments to scheduled hours, blended learning arrangements, or rotated seat configurations.
- ✓ **Safeguarding Context:** Vulnerability flags, Child in Need (CIN) or Child Protection (CP) plans, and risks of Child Missing in Education (CME).
- ✓ **Official Session Coding:** Verification of the statutory attendance code applied on the school's core MIS (e.g., Code B for approved off-site educational activity where supervised, or verified illness codes).

How EDClass Reports to the Client

Report Frequency	Mechanism	Content and Data Points	Target Recipients
Instant / Real-Time	Notification App and Automated Email Alert	Immediate notification of AM or PM non-attendance, drop-off timestamps, and parent communication flags.	Attendance Officer, DSL
Twice Daily (AM / PM)	Automated System Register Export	Exact login times, registration status, session completions, and initial welfare notes.	Attendance Lead, Pastoral Leads
Daily Consolidated	Portal Download and Email Digest	Cumulative daily learning hours, specific lessons completed, assessment scores, and tutor interaction logs.	Attendance Officer, Referral Coordinators
Weekly Summary	Secure Analytics Portal / Automated Report	Timetabled hours achieved vs. contracted targets, attendance percentages, trend analysis, and persistent absence alerts.	SLT, Attendance Leads, Year Leaders
Scheduled / Termly	Multi-Agency Progress and Review Portfolios	Long-term attendance data, intervention outcomes, academic progression metrics, and reintegration readiness plans.	Headteachers, MAT Leads, DSL, SENDCo, Local Review Boards

Addressing Poor Attendance and Persistent Absence



Poor attendance is treated as a potential indicator of underlying academic disengagement, mental health crises, or significant safeguarding risks (including criminal or sexual exploitation).

- ✓ **Persistent Absence Thresholds:** A student is designated as persistently absent when attendance drops below the statutory threshold (10% or more absence) against their agreed provision hours.
- ✓ **Collaborative Escalation:**
 - ✓ **Level 1 (Immediate):** First-day absence push notifications are sent via the app; parents are required to supply reasons.
 - ✓ **Level 2 (Trend Emergence):** If patterns of irregular attendance emerge over 3 to 5 consecutive sessions, the EDClass team flags the account to the commissioning school's attendance manager to initiate joint pastoral contact.
 - ✓ **Level 3 (Formal Multi-Agency Review):** Where non-attendance persists, a structured review is held involving EDClass, the commissioning school SLT, DSL, SENDCo, local review boards, and external agencies.

Reintegration, Seat Utilisation and Review Procedures

The strategic purpose of EDClass is to prepare students for successful reintegration into mainstream school settings wherever feasible.

- ✓ **Target Setting and Dynamic Timetabling:** Clear attendance and curriculum targets are benchmarked against agreed learning hours, informing the school's leadership performance metrics.
- ✓ **Flexible Learning Seats:** EDClass learning seats can accommodate part-time timetables, inclusion units, isolation suites, internal alternative provisions (IAPs), or off-site learners. Seats can be dynamically reassigned across cohorts as learners complete their reintegration pathways.
- ✓ **Structured Reviews:** Student performance reviews are conducted regularly to evaluate attendance trends, assess curriculum progression, and determine multi-agency interventions. Staff are briefed on returning absentees to ensure suitable pathway adjustments are established before full reintegration occurs.

Multi-Agency Review Framework

Attendance data is continuously aggregated to inform intervention reviews, moving away from manual administrative friction and focusing directly on student outcomes.

- ✓ **Target-Setting and Review Frequency:**
 - ✓ Commissioning schools and EDClass establish baseline learning hours and attendance targets upon seat allocation.
 - ✓ Formal reviews are scheduled periodically and termly, with interim reviews triggered automatically when persistent absence indicators (under 90% attendance) or disengagement patterns occur.
- ✓ **Stakeholder Involvement:**



- ✓ Reviews bring together the commissioning school's SLT, Attendance Lead, DSL, SENDCo, parents/carers, and the EDClass academic and safeguarding teams.
- ✓ Meetings evaluate curriculum accessibility, emotional/behavioural barriers, medical evidence, and progress toward mainstream reintegration.
- ✓ **Flexible Learning Seat Reviews:**
 - ✓ Seats are reviewed for operational efficiency.
 - ✓ When a student successfully transitions back to mainstream schooling or improves engagement, the flexible seat allocation can be reassigned or rotated to support internal alternative provision (IAP), isolation, inclusion units, or new off-site learners.

Escalation, Punctuality and Absence Procedures

Late Arrivals

- ✓ Any student logging in after the scheduled morning or afternoon registration slot is logged as **Late**.
- ✓ The system calculates total lost instructional minutes and dispatches an automated notification to both parent and school attendance teams.

Sickness and Medical Absence

- ✓ Sickness notifications must be logged prior to the session.
- ✓ EDClass updates the day's record as "Reported Ill," prompting the commissioning school to verify against medical notes and apply the appropriate register code.
- ✓ If sickness extends past 3 consecutive days, the multi-agency team initiates a review to determine whether adjustments or hospital/medical tutoring pathways are required.

Persistent Absence and Disengagement Escalation

- ✓ **Day 1 Absence:** Automated alert sent at registration close; school attendance team makes immediate telephone contact.
- ✓ **Day 3 Absence:** Case flagged to the EDClass Head of Safeguarding; welfare inquiry sent to school DSL.
- ✓ **Persistent Absence Threshold (<90%):** Triggers a mandatory multi-agency review meeting involving the school SLT, LA Section 19 caseworker, EDClass review team, and parents to review timetable viability, rotate seat usage, or revise the reintegration timeline.

Instant Downloadable Reporting and System Exports

EDClass provides auditable, real-time reporting data accessible instantly via the secure administrative portal to support school MIS data entry, local authority audits, and inspections.



Report Type	Delivery / Availability	Data Points Provided	Primary Purpose and Usage
Instant AM/PM Register Export	Live On-Demand (Downloadable CSV / PDF)	Exact login/logout timestamps, lesson registration status, session completion status [cite: 5].	Uploading official dual-registration codes (e.g., Code B / absence codes) into school MIS.
Live Student Activity Audit	Real-Time 24/7 (Direct Secure Portal View)	Active minutes, keystrokes/clicks, assessment questions attempted, teacher chat logs, camera check-in logs.	Verifying genuine supervised educational activity.
Consolidated Daily Digest	Automated Daily at 16:00 (Email and Downloadable)	Total active hours achieved vs. contracted daily timetable, subject progress, and unexplained absences.	Daily school attendance reconciliations and first-day absence tracking.
Weekly Attendance and Trend Analysis	Weekly Automated Schedule (Portal and CSV)	Cumulative percentages, persistent absence alerts (<90%), breakdown by target/vulnerable cohorts.	Pastoral intervention meetings and reporting to Governors / Trustees.
Termly Statutory Review Pack	Downloadable on Schedule	Longitudinal attendance trends, academic diagnostic gains, engagement heatmaps, multi-agency notes.	Multi-Agency Planning Meetings, EHC Plan reviews, evidence portfolios.