



Dedham Therapy Farm CIC

Attendance policy and procedure

Review – September 2026

Introduction

Essex County Council and Ofsted require all Farm Assistants to have their attendance to their session registered in a timely manner. Attendance is monitored by the local authority and the school that the Farm Assistants are on roll with, to ensure the safeguarding of children and young people. Dedham Therapy Farm, schools or the local authority are required to make contact with families/carers in the event of non-attendance to session. They rely on us recording this quickly to ensure the safety of young people.

Requirements for new Farm Assistants

- Attendance sheets must be generated on excel at the point of referral.
- Attendance record must have the Farm Assistant name and their current session day and time at the top of the sheet.
- Attendance record, must be shared with the relevant person on the referral form, prior to starting sessions. - If on a school roll, attendance must be reported to the school attendance officer or pastoral staff via our live attendance records. - If the Essex local authority is funding or referring, a Farm Assistant, they will be required to access attendance via the IPES framework software Different Class. If your Farm Assistant is funded by a parent, please continue to register attendance but ask permission before sharing attendance records with anyone else.

Procedure for staff

- 1 On arrival of your Farm assistant ask them to go through and wait while you register attendance.
- 2 If you are not able to register attendance while your Farm Assistants wait to start the session you can ask a member of staff in the office to do it for you.
- 3 If your Farm Assistant doesn't arrive to their session within 15 minutes of start time and hasn't made contact with the farm, you must radio the office to notify them.
 - if they are 1:1 you must continue to attempt to contact via phone, text and email, updating the office if contact is made.
 - If they are a group member the office will continue to contact home on your behalf and update
- 4 In the event of not being able to make contact with parent/carer or staff member bringing them the office must or will ask you to within 30 minutes of start time.

- if school funded notify the school of non contact and non-attendance via phone and logging it on their attendance record
 - If local authority funded logging the non contact and non attendance on MYCONCERN and on Different Class using N code.
- 5 If you have heard from parent/carer you must update your record accordingly with reasons for non attendance and means of contact eg email, phone.
 - 6 If Farm Assistant attendance begins to drop below 3 sessions in one block of sessions or 3 consecutive session an investigation into why their attendance is dropping must happen by speaking with their support network and raising your concern with the Lead OT.