

# Embark Federation Model Protocol

## Sixth Form Students Leaving Site During Non-Contact Time

*Fresh draft revised to use Embark systems consistently and cross-refer to the separate vulnerable children attendance/safeguarding protocol.*

<b>Document title</b>	Embark Federation Model Protocol: Sixth Form Students Leaving Site During Non-Contact Time
<b>Status</b>	Model protocol for Embark schools with sixth forms
<b>Applies to</b>	Embark schools with sixth form provision
<b>Approval level</b>	Trust – appendix within secondary attendance policy; School – adapted to local context.
<b>Date of issue</b>	Draft - April 2026
<b>Date of review</b>	Annual, or sooner if guidance or local arrangements change

**This protocol operates alongside the school Attendance Policy, the school Child Protection and Safeguarding Policy, the Embark Overarching Safeguarding and Child Protection Policy, and the school Attendance and Safeguarding Protocol for Vulnerable Pupils.**

### 1. Purpose

This protocol sets out the school's arrangements for sixth form students who are permitted to leave site during non-contact periods.

It establishes clear expectations in relation to attendance recording, safeguarding oversight, student conduct and operational visibility during the school day.

It supports age-appropriate independence while ensuring that safeguarding responsibilities remain clear.

### 2. Scope

This protocol applies to all sixth form students.

It is particularly relevant to students under the age of 18, but schools may apply the same operational expectations to all sixth form students for consistency.

Where a student is considered vulnerable through safeguarding, SEND, medical, mental health, pastoral or attendance processes, this protocol must be read and applied alongside the school Attendance and Safeguarding Protocol for Vulnerable Pupils.

### 3. Core Principles

The school will promote age-appropriate independence in the sixth form while maintaining clear safeguarding oversight.

Permission to leave site during non-contact periods is a conditional arrangement, not an unrestricted entitlement.

Permission may be reviewed, restricted or withdrawn where attendance, welfare, safeguarding or conduct concerns arise.

Students remain subject to school expectations throughout the school day, whether on or off site.

#### 4. Attendance and Safeguarding Systems

The school uses Arbor to record attendance data and monitor registration information.

The school uses MyConcern to record safeguarding notes, decisions and actions.

Attendance and safeguarding information will be aligned appropriately between these systems to support effective oversight and timely decision-making.

This reflects the same systems approach set out in the school Attendance and Safeguarding Protocol for Vulnerable Pupils.

#### 5. Roles and Responsibilities

Safeguarding and attendance responsibilities for sixth form students will sit within the school's existing attendance, pastoral and safeguarding structure.

**Headteacher / Principal:** The Headteacher is responsible for ensuring that sixth form off-site arrangements are lawful, clearly communicated and aligned with school and trust policy.

**Designated Safeguarding Lead (DSL):** The DSL has oversight of safeguarding concerns linked to sixth form attendance, vulnerability and welfare, and will ensure appropriate recording and escalation where required.

**Sixth Form Lead / pastoral leaders / attendance staff:** Relevant staff oversee day-to-day implementation of this protocol, including attendance recording on Arbor, student support, communication with families where appropriate, and liaison with safeguarding staff where concerns arise.

**All staff:** All staff are responsible for accurate register completion, maintaining professional curiosity, and reporting attendance or safeguarding concerns promptly in line with school procedures.

#### 6. Required Sessions and Non-Contact Periods

The school will clearly distinguish between required sessions and non-contact periods.

Required sessions include lessons, tutorials, supervised study, assemblies, examinations, interventions and other directed activities.

Non-contact periods are periods when a student is not required to attend school and may, where permitted by the school and with explicit written informed parental consent that acknowledges the transfer of parental and safeguarding responsibility from the school to the parent/carer, leave site.

Where a student is required to attend, the school will use the attendance code that accurately reflects the activity or absence.

Where a sixth form student is of non-compulsory school age and is not required to attend a session, the school will normally record Code X.

## **7. Operational Visibility During the School Day**

In addition to formal attendance recording, the school will maintain a proportionate operational system so that staff can establish whether a sixth form student is on site, expected on site, or has legitimately left site during a non-contact period.

This may include sign-in / sign-out arrangements or equivalent local procedures.

The purpose of these arrangements is to support safeguarding oversight and ensure clarity where concerns arise, not to duplicate the school's separate attendance and safeguarding response procedures.

## **8. Vulnerable Students**

Where a sixth form student is vulnerable, or where there are concerns relating to safeguarding, attendance, SEND, medical needs, mental health or welfare, the school will apply this protocol alongside the Attendance and Safeguarding Protocol for Vulnerable Pupils.

Any need for enhanced oversight, a specific support plan or an individual risk assessment will be considered through the school's existing attendance and safeguarding arrangements rather than through a separate parallel process in this protocol.

## **9. Response to Concerns**

This protocol does not replace the school's wider attendance and safeguarding procedures.

Where there is concern about a sixth form student's unexplained absence from a required session, unknown whereabouts, safety or welfare, staff must follow the school's existing attendance and safeguarding protocols, including the Attendance and Safeguarding Protocol for Vulnerable Pupils where relevant.

Safeguarding concerns, decisions and actions must be recorded on MyConcern, with attendance information recorded on Arbor.

## **10. Student Expectations While Off Site**

Where sixth form students are permitted to leave site during non-contact periods, they remain subject to school expectations for behaviour, safeguarding and online conduct during the school day.

- attend all required sessions on time;
- follow the school's sign-in / sign-out arrangements;
- remain contactable during the school day where this forms part of school procedure;
- behave safely and responsibly while off site in line with the school's behaviour policy; and
- return promptly for the next required session.

## **11. Monitoring and Review**

This protocol will be reviewed annually, or sooner in response to changes in statutory guidance, trust policy or local school procedures.

It should be read as part of the school's wider attendance and safeguarding framework and should remain aligned with the school's Attendance and Safeguarding Protocol for Vulnerable Pupils.

## **Appendix A - Model Policy Clause**

Sixth form students may, where permitted by the school, leave site during non-contact periods. This arrangement applies only where the student is not required to attend a lesson, tutorial, supervised study, assembly, examination, intervention or other directed activity and is subject to explicit informed parent/carer consent. The school will maintain clear attendance and safeguarding arrangements, including accurate attendance coding, proportionate systems for operational visibility, and prompt follow-up where concerns arise. Where a sixth form student is of non-compulsory school age and is not required to attend a session, the school will normally record code X. Where the student is required to attend, the school will use the attendance code that accurately reflects the activity or absence. Permission to leave site may be reviewed, restricted or withdrawn where attendance, welfare, safeguarding or conduct concerns arise.

## **Reference Framework**

This draft has been aligned to the Embark safeguarding framework, Embark and school attendance policy expectations, the separate Attendance and Safeguarding Protocol for Vulnerable Pupils, Keeping Children Safe in Education 2025, Working together to improve school attendance, and the School Attendance (Pupil Registration) (England) Regulations 2024.