



Approval and review: Attendance Policy

This policy is the responsibility of Jamie Forrester (Director – Thrive Education Services Ltd T/A Thrive Alternative Provision)

This policy was approved by Jamie Forrester – September 2025

This policy is due for review by September 2026



This Attendance Policy applies to THRIVE and staff of THRIVE must abide by this policy which has been adopted in accordance with and pursuant to the Student Welfare Policy of THRIVE.

It is the responsibility of Jamie Forrester of THRIVE to ensure that THRIVE and its staff adhere to this policy.



## Attendance Policy

### 2 Statement of intent

The purpose of THRIVE is to re-engage students with their learning. The learning centre staff work with young people and families in a holistic way to help them to overcome barriers to participation. THRIVE endeavours to offer flexible personalised programmes that support re-engagement. However, as students are of compulsory school age, attendance is monitored, and appropriate steps will be taken if students and parents are not adhering to legal requirements.

#### **The aims of this policy are:**

- To ensure a safe and supportive environment for all students
- To encourage maximum student attendance recognising and valuing high attendance rates
- To encourage students to take full advantage of their opportunity for educational achievement by attending regularly
- To recognise the factors which can detrimentally affect student attendance and work in partnership with parents/carers and designated support services to address problems

#### **Key principles and issues**

- To promote an ethos whereby parents/carers are encouraged to work with THRIVE where there are issues with attendance.



- To provide an efficient and effective system for monitoring attendance and punctuality to THRIVE and to lessons
- To report regularly to parents/carers about student attendance and provide opportunities for public recognition of outstanding attendance – linked intrinsically to THRIVE reward system.

### **Practice and procedures**

THRIVE staff, including teachers, administrators and learning support staff will ensure that information entered in their roll call and registration is accurate and completed in good time.

#### **Daily attendance**

1. Attendance registers are to be completed by the staff at the beginning of the morning and afternoon session (i.e. by 9.30 a.m. – 1.00 p.m.) but registration is open from 9.00 AM to 10.00am.
2. The daily registers are logged with comments and explanations.
3. THRIVE will telephone for information on the first day of an absence in the event of a parent/guardian not providing a valid reason. An update will be sought by the most senior staff member involved on the third day of absence.
4. On return from absence, it is the responsibility of the student to provide any note required so that reasons for absence can be recorded on the system.
5. In the case of poor attendance, e.g. high number of authorised absences, sporadic attendance, a doctor's note must be provided to authorise the absences.

### **Encouraging good attendance**



Students are made aware of their responsibility to achieve a very high attendance rate to ensure good progress during their programme. Students with excellent attendance (over 94%) and significant improvements, and young people with good attitudes to learning whilst attending will be eligible for rewards such as trips, rewards vouchers and/or certificates. The government states that 94% or more is necessary for a learner to achieve their potential.

**The following boundaries will be used to show improvements:**

Blue, excellent – 94% or above

Green, good – 91 to 93%

Amber, needs action as 'persistent absence', with fortnightly meetings – 80 to 90%

Red, urgent with action plan, leading to potential penalty notice/prosecution – 79% or below



## **Home Visits**

A range of visits are undertaken throughout the year, depending upon the learner and their needs. The actions around home visits in relation to attendance are as follows:

First day If we have not been able to contact the parent or carer to ascertain the reason for absence.

If the child is subject to a Child Protection order or is at immediate risk and we have not been able to contact the parent / carer. If we have contacted the parent or carer and there remains a concern.

Third day If there is a pattern of absence that is emerging, or we have a safeguarding concern about the child.

Fifth day If a learner has five consecutive days off then this will trigger a home visit.