THE Inspire & Achieve FOUNDATION

ATTENDANCE POLICY & PROCEDURE

2026-2027



Attendance Policy and Procedure

1. Purpose

This Attendance Policy and Procedure sets out the expectations, processes, and responsibilities for monitoring and managing attendance on Inspire and Achieves post-16 educational programmes. Regular attendance is essential for learner progress, safeguarding, wellbeing, and preparation for employment or further education.

This policy should be read in conjunction with the Safeguarding Policy, Behaviour Policy, and Privacy Notice.

2. Scope

This policy applies to all learners enrolled on any post-16 educational programme (Achievement Unlocked and any King's Trust delivery programme), including those aged under 18 and those aged 18+. It applies to all staff involved in teaching, support, safeguarding, and administration.

3. Principles

- Regular attendance and punctuality are essential for success.
- Attendance is closely linked to safeguarding and learner welfare.
- Attendance is a shared responsibility between learners, parents/carers (where applicable), and the education provider.
- Early intervention and support will be used to address attendance concerns.
- Reasonable adjustments will be considered where attendance is affected by health needs, disability, mental health, or other protected characteristics, in line with equality legislation.
- While attendance is monitored consistently, the programme recognises that many learners are making significant personal and educational progress by engaging at all. Attendance concerns will therefore be considered on a flexible, supportive, and case-by-case basis, taking into account individual circumstances, barriers to engagement, and overall progress on the programme.

4. Attendance Expectations

- Learners are expected to attend **100%** of their timetabled sessions.
- The minimum attendance target is **95%**.
- Learners are expected to arrive on time; repeated lateness may be recorded as unauthorised absence.

5. Authorised and Unauthorised Absence

5.1 Authorised Absence

Authorised absence may include:

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- Illness
- Medical or dental appointments (evidence may be requested)
- Religious observance
- Bereavement or family emergency
- Exceptional circumstances agreed in advance

5.2 Unauthorised Absence

Unauthorised absence includes:

- Failure to report absence
- Holidays taken during term time without approval
- Truancy or leaving sessions without permission
- Persistent lateness

6. Reporting Absence

- Absence must be reported before the start of the timetabled session on the first day of absence.
- For learners under 18**,** parents/carers are expected to report absence.
- For learners 18+**,** the learner is expected to report their own absence.
- Absence should be reported via the agreed communication method.
- Ongoing absence must be reported daily unless otherwise agreed.
- Information shared will be processed in line with UK GDPR and the organisation's Privacy Notice.

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7. Attendance Procedures

7.1 Procedures for Learners Under 18

1. **Absence Reported by Parent/Carer**
    - If a parent/carer reports the absence, staff must record the reason on the interventions/attendance system.
2. **Absence Reported by the Young Person**
    - If the young person reports the absence, staff must also contact parents/carers on the same day to inform them that the learner is not in education.
    - This contact must be logged on the interventions system.
3. **No Absence Reported**
    - If no absence has been reported, staff must attempt to contact parents/carers by first break on the day of absence.
    - All contact attempts and outcomes must be recorded.
4. **Poor Attendance (No Immediate Risk Indicators)**
    - Staff should meet with the young person to discuss attendance concerns and agree actions to improve attendance.
    - The meeting must be logged and used to set attendance targets.
5. **Safeguarding Concerns**
    - The Designated Safeguarding Lead (DSL) must be informed of any safeguarding concerns or where contact cannot be made.

- Social Care must be informed of care-experienced learners who are missing from education.

7.2 Procedures for Learners Aged 18+

1. **Absence Reported by the Young Person**
   - If the learner reports their absence, staff must record the reason on the interventions system.
2. **No Absence Reported**
   - If no absence has been reported, staff must attempt to contact the learner by first break to check wellbeing.
   - This contact must be logged.
3. **Poor Attendance (No Immediate Risk Indicators)**
   - Staff should meet with the learner to discuss attendance concerns and agree actions to improve attendance.
   - The meeting must be logged and reflected in attendance targets.
4. **Safeguarding Concerns**
   - The DSL must be informed of any concerns or where contact cannot be made.
   - Social Care must be informed of care-experienced learners missing from education.
   - Safeguarding action takes precedence over age.

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8. Attendance Monitoring and Intervention Thresholds

- **95–100%**: Attendance meets expectations
- **90–94%**: Monitoring and learner discussion
- **Below 90%**: Concern – formal intervention and attendance support plan where appropriate, attendance is managed on a case by case basis.

Persistent unauthorised absence may result in disciplinary action in line with organisational policy.

9. Consequences of Poor Attendance

Poor attendance may:

- Impact progress and achievement
- Affect progression opportunities
- Lead to withdrawal from the programme in serious or sustained cases

10. Roles and Responsibilities

Learners

- Attend all sessions punctually

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- Report absence correctly
- Engage with attendance support

Parents/Carers (Under 18)

- Report absence promptly
- Support regular attendance

Staff

- Record and monitor attendance accurately
- Follow up absences promptly
- Escalate safeguarding concerns in line with policy

11. Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation, safeguarding guidance, funding requirements, or inspection feedback.

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