

# **Thriveology Wellness CIC**

**Attendance Policy.**

**September 2024**



# ATTENDANCE POLICY

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## INTRODUCTION

This Attendance Policy is to establish clear expectations for student attendance at Thriveology. Regular attendance is crucial for academic success, social development, and the overall well-being of students. This policy aims to promote a positive attendance culture while outlining procedures for monitoring and addressing attendance issues.

This policy applies to all students enrolled in Thriveology and outlines the responsibilities of students, parents/guardians, and staff/volunteers regarding attendance.

## OBJECTIVES

- To promote regular attendance and punctuality among students.
- To provide a clear framework for monitoring attendance.
- To identify and address barriers to attendance.
- To ensure compliance with legal requirements regarding student attendance.

## ATTENDANCE EXPECTATIONS

**Regular Attendance:** Students are expected to attend all scheduled sessions and activities punctually. Attendance is taken at the beginning of each session.



**Notification of Absences:** Parents/guardians must notify the setting of any student absences as soon as possible, ideally before the start of the session. Notifications can be made via phone or email.

**Authorised Absences:** Absences may be considered authorised for specific reasons, including:

- Illness or injury.
- Medical appointments.
- Family emergencies.
- Bereavement.
- Participation in school-sponsored activities.

**Unauthorised Absences:** Absences that are not reported or do not meet the criteria for authorised absences will be considered unauthorised. Regular unauthorised absences may result in disciplinary action and support interventions.

## MONITORING ATTENDANCE

**Attendance Records:** Attendance will be recorded daily, and records will be maintained by the attendance co-ordinator via CPOMS system.

**Reporting:** Attendance data will be reviewed regularly to identify patterns of absenteeism. Reports will be generated monthly via CPOMS and shared with relevant staff to monitor student attendance.

**Attendance Meetings:** Regular attendance meetings will be held with students and parents/guardians whose attendance falls below the expected threshold (90% attendance). These meetings will aim to identify barriers to attendance and develop action plans to improve attendance.



## SUPPORT FOR ATTENDANCE ISSUES

**Intervention Strategies:** If a student demonstrates a pattern of poor attendance, the following intervention strategies may be implemented:

- Individualised support plans.
- Counselling or mental health support.
- Collaboration with external agencies to address underlying issues.

**Re-engagement Strategies:** For students with prolonged absences, re-engagement strategies may include:

- Gradual reintegration into the classroom.
- One-on-one support from staff.
- Flexible scheduling options.

## CONSEQUENCES FOR POOR ATTENDANCE

**Reporting to Authorities:** In accordance with local laws and regulations, consistent unexcused absences may lead to reporting to local education authorities or social services.

## ROLES AND RESPONSIBILITIES

### Students

- Arrive at the setting on time and attend all scheduled sessions.
- Notify parents/guardians of any absences and the reasons for them.
- Actively participate in attendance meetings and follow through on agreed-upon action plans.

### Parents/Guardians

- Ensure that their children attend the setting regularly and punctually.



- Communicate with the setting regarding absences and any issues affecting attendance.
- Support their children in overcoming barriers to attendance.

### **Staff/Volunteers**

- Monitor attendance records and report any concerns to the attendance co-ordinator.
- Conduct attendance meetings and implement support strategies as needed.
- Foster a positive learning environment that encourages regular attendance.

### **POLICY REVIEW**

This Attendance Policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with relevant legislation and best practices in education.

Review Date: SEPT 2025

### **CONTACT INFORMATION**

For questions or concerns regarding this policy, please contact the Attendance Coordinator; Mrs Bobie Jones at [bobie@thriveology.co.uk](mailto:bobie@thriveology.co.uk)

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This Attendance Policy provides a comprehensive framework for promoting and monitoring student attendance at Thriveology, aiming to foster a supportive and engaging educational environment.