

Thriveology Wellness CIC

Attendance Policy.

September 2025



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 2026

CONTACT INFORMATION

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

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