



## Achieve & Nurture Limited Attendance Policy

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<b>KEY PERSONNEL</b>			
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### **INTRODUCTION**

At Achieve & Nurture we recognise that consistent attendance is essential to supporting children and young people's emotional wellbeing, learning progress, social development, and sense of belonging. We are committed to working collaboratively with families, schools, carers, and professionals to promote positive attendance in a supportive, understanding, and therapeutic manner.

We understand that many children attending alternative provision may experience barriers to attendance, including anxiety, emotional regulation difficulties, adverse experiences, or unmet additional needs. Our approach is therefore relational, child-centred, and trauma-informed.

## AIMS

We aim to:

- Promote regular attendance and punctuality
- Provide a safe, welcoming, and consistent environment
- Support children and young people to feel emotionally secure attending sessions
- Work collaboratively with families and professionals to identify and reduce barriers to attendance
- Encourage engagement through positive relationships and therapeutic practice
- Monitor attendance appropriately and respond to concerns sensitively and proportionately

## EXPECTATIONS

Children are expected to attend all agreed sessions unless they are unable to do so due to illness, appointments, or exceptional circumstances.

Parents/carers are expected to:

- Inform the provision as soon as possible if their child will be absent.
- Maintain communication regarding ongoing attendance difficulties
- Work collaboratively with staff to support engagement and attendance

The provision will:

- Maintain accurate attendance records
- Follow up unexplained absences where appropriate



- Support children experiencing difficulties attending
- Liaise with referring schools, professionals, or agencies where necessary and appropriate

Students are expected to:

- Attend all sessions on time

### **Attendance Register:**

- This will be kept daily and taken at the beginning of the session.
- Parents are to inform A&N prior to the session beginning if their child will be absent.

Reasons for absence may include:

- Illness
- Medical or professional appointments
- Family emergencies
- Agreed exceptional circumstances
- The commissioner will be informed of any absences daily.

Where attendance becomes a concern, staff will seek to understand the underlying reasons and work supportively with the child, family, and relevant professionals to identify appropriate strategies.

### **Supporting Attendance**

We recognise that attendance difficulties are often linked to emotional wellbeing, anxiety, or other unmet needs. Support strategies may include:

- Gradual transition plans



- Emotional regulation strategies
- Consistent routines and predictable structures
- Relationship-based support
- Collaboration with families and external professionals

Our focus is on building trust, safety, and engagement rather than using punitive approaches.

### **Persistent Non-attendance**

Where attendance remains consistently low or a child is unable to engage with the provision, a review will be arranged with parents/carers, the commissioners to consider the most appropriate support and next steps.

If a learner does not attend as expected, or stops attending without reason. The provision will:

On Day 1: Call the student's parent/carer on the morning of the first day of the unexplained absence to ascertain the reason. If we are unable to reach any of the learner's emergency contacts, then we will also email and contact the commissioner. •

On Day 2: Inform any professionals involved with the family.

On Day 3: if no communication has been received then this will be logged as a safeguarding concern and an unannounced visit can take place.

Identify if the absence is authorised.

Parent/carer will be contacted on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.



## **Safeguarding**

Attendance is monitored as part of our safeguarding responsibilities. Unexplained absences or significant changes in attendance patterns may be followed up in line with safeguarding procedures.

Where there are concerns regarding a child's welfare or safety, appropriate safeguarding action will be taken in accordance with our Safeguarding and Child Protection Policy.

## **Authorised and unauthorised absence**

Approval for term-time absence.

Any requests for a leave of absence during term-time must be submitted to the commissioner for consideration.