

Policy Date	January 2025
Review Date	January 2026
Responsible	Scott Kirkham

Attendance Policy

Introduction:

This policy aims to promote and improve the attendance of its students including those identified as Children Missing from Education (CME) by attending Impact Training Academy to contribute to the safety of, and by gaining knowledge of their whereabouts, during the school day.

Impact Training Academy is recognised by children, young people and their families' parents and/or carers as a safe, secure, inclusive and positive community – and every member of the Impact Training Academy community plays a role in making it so.

To gain the greatest benefit from their education it is vital that students attend regularly. However, Impact Training Academy recognises and understands that for some students' barriers including social, emotional and mental health (SEMH) needs, physical illness, parental illness, caring responsibilities, fear of violence/knife crime can all impact attendance. Moreover, persistent absence seriously impacts a young person's life in all areas, increases their safeguarding risk and often affects their family's life in equal measure and naturally affects a young person's continuity in their studies, confidence in learning and social situations and, ultimately, their overall achievement.

Impact Training Academy's approach prioritises the child with a youth focused trauma informed approach to ensure students are always involved, listened to and at centre of the decision-making processes. This is to ensure that for those identified as facing multiple complex daily life challenges (mentioned previously) they receive empathy and person centred flexible support packages whilst attempting to re-integrate back, sustain attendance and more importantly achieve meaningful qualifications within educational settings to enhance positive life outcomes into adulthood.

Aims: This policy sets out how together we will:

- Re-engage Children Missing in Education (CME) – through intensive support.
- Promote and reward good attendance – through raising the profile of attendance via positive re-enforcement, rewards and other initiatives.
- Stabilise the attendance of those with irregular attendance patterns.

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The Learning Day

Impact Training Academy alternative educational provision operates varied start and finish times, according to the student's individual need. Expected attendance and timetables will be discussed upon referral and agreed with each individual student, the school, the parents and /or carers and the Local Authority (LA) as appropriate. A copy of the students timetable will be made available upon request and can be collected, posted or emailed as suited.

Punctuality/Lateness

- Impact Training Academy recognises students may have to undertake long journeys outside of their usual area / routes to attend alongside managing other potential barriers (as previously mentioned) however we do expect Students to be punctual – according to their agreed timetable.
- Where a student is late, Impact Training Academy will endeavour to discuss the reasons with the student in private, either before or after the session to determine if extra support and/or external referrals are required to help avoid ongoing persistent or extreme lateness and inform parents/carers of any referrals and/or arrangements needed.
- In setting these expectations Impact Training Academy will endeavour, as part of its intensive support offer (ISO) to educate the student regarding both impact and consequence that lateness and absence can have upon self and others including the increased safeguarding risk alongside the wider consequences whilst transitioning into adulthood and the working world.

Registering Attendance & Absence

The attendance register is completed by Impact Training Academy staff at the beginning of each session and students expected who have arrived into the session will be marked as present.

If a student is not present within an hour (60 mins) of the agreed timetabled session, Impact Training Academy Staff will always attempt to contact the student to determine their whereabouts and reason for lateness/ absence.

Authorised Absences-(AA)- time away from the school day for reasons such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Where poor physical or mental health is reported to an ongoing issue, a specialist opinion will be sought.

Unauthorised Absences (UA)

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These absences are those which the Impact Training Academy and/or the on-roll school does not consider reasonable and for which no “leave” has been given. It is this type of absence which can lead to the Local Authority (LA) using sanctions and/or legal proceedings. Impact Training Academy, is aware of statutory DfE attendance guidance and information and the cause of each absence is always required. UA will inevitably be marked, and the student’s parents/carer and registered school notified as agreed in the students individual plan and good safeguarding practice process’s (see Safeguarding Policy).

Dual Registration

Whilst at Impact Training Academy a student needs to be dual registered and remain on-roll with a mainstream school or LA approved pupil referral unit (PRU) . Students with Permanent Exclusions will only be accepted if the Local Authority (LA) agrees it is within the best interests of the student to access one of Impact Training Academys provisions to reduce safeguarding risks.

Students due to return to a mainstream school or move to a new school will begin transition within an agreed timeframe at the initial referral meeting. Some students may undertake transition on a graduated / hybrid basis which requires both providers to be actively engaged in registration and attendance monitoring.

Attendance Monitoring and Judgements: Impact Training Academy agrees to contribute towards the recommended enhanced monitoring of attendance monitoring with the on roll school and will share this information on a weekly basis as agreed in the individual students plan.

Roles and Responsibilities:

Impact Training Academy recognises that student attendance is a ‘joint project’ between them, the student, the partner school, parent/carer, Local Authority and any involved outside agencies.

The Attendance Lead will :

- Check the accuracy of registers
- Address unexplained absences
- Update the registered school with students weekly attendance registers
- Organise, Attend and/or chair concern meetings with the student and their parent/carer where absence or punctuality is a concern
- Work constructively with the parents/carers of students to address identified issues.
- Contact relevant support agencies and elicit their input / support
- Coordinate /undertake home visits to re-establish contact/clarify attendance issues.

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- Report to parents/carers in writing at least termly on how their child is performing in school in terms of attendance.

The wider Impact Training Academy Team will:

- Advocate for good attendance at multi-agency meetings
- Encourage good attendance through initiatives and personalised rewards
- Complete accurate registers when taking charge of lessons / sessions

Relationships with Parents/Carers:

One of the major concerns for a student who is referred to Impact Training Academy is often concerning long term absence from school. Impact Training Academy recognises that Parents/Carers have the greatest influence on our students, we believe that it is imperative to have their full support and maintain good communications between home and Impact Training Academy.

Whilst we acknowledge there are often genuine barriers to attendance rooted in mental health and physical illness – and on occasion, due to family events such as bereavement we always encourage parents/carers to be open and honest about why their child is not attending – and to avoid being pressured into making excuses - so that we can all work together towards solutions. It is of the upmost importance to address attendance problems as soon as possible so that other problems the student may be experiencing can also be addressed

By agreeing to admission of their child to attend Impact Training Academy, parents/carers automatically agree to:

- Provide up to date contact numbers, email and changes of address
- Ensure that their child arrives for planned sessions with Impact Training Academy on time and notify Impact Training Academy if their child will be late
- Promote the importance of good attendance and punctuality with their child
- Notify Impact Training Academy when their child is unable to attend, with a reason, as soon as possible on the first day of the absence
- Telephone / email Impact Training Academy after the first day of absence to advise if the absence is continuing
- Keep Impact Training Academy well informed, in cases of lengthy absence, so that work can be sent home in certain cases and for Impact Training Academy to be prepared for the students return
- Provide a signed-note / phonecall / email indicating attendance at the dentist, mental health services, GP or optician before the arranged appointment unless an emergency



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situation has arisen. Students will not be allowed to sign out of school if they do not have this notification from parent/carer. Further to the above, parents/carers are politely asked to endeavour to make medical appointments out of school time where possible – including appointments with mental health services.

- Not take their child/children on holiday in term time