



APPROACH LEARNING

ATTENDANCE POLICY

Person Responsible	Lana Wild
Date	October 2025
Version 1.1	
Last Review Date	October 2025
Next Review Date	October 2026

Approach Learning aims to ensure consistent attendance of pupils enrolled in our provision.

We recognize that regular attendance is crucial for the holistic development and success of everyone. This policy outlines the expectations, procedures, and support mechanisms in place to promote and monitor attendance effectively. This policy applies to all pupils enrolled in Approach Learning, as well as staff members responsible for implementing and monitoring attendance.

Aims of the Policy

- To ensure that every pupil succeeds whilst at Approach Learning.
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- To ensure that every pupil has access to the opportunities provided by Approach Learning
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- To ensure that every pupil uses every session to gain knowledge and understanding.
- To promote every pupil's welfare and safeguarding.

Attendance Expectations

- Attendance is mandatory for all enrolled pupils during scheduled hours.
- Pupils are expected to arrive punctually and participate fully in all scheduled activities and sessions.
- Parents/Guardians are responsible for ensuring their child's regular attendance and punctuality.
- As the a part time alternative provider, attendance records and responsibility ultimately sit with pupil's main school, however Approach Learning is committed to engagement, support and record keeping to support all the schools we work with.

Reporting Procedures



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- Staff members will maintain accurate attendance records for all pupils.
- Attendance data will be reported to commissioning schools and agencies daily by 10am or as agreed upon in our partnership agreements.
- In the event of an absence, parents/guardians are required to notify Approach Learning staff as soon as possible, providing a reason for the absence by 10am
- To report your child's absence, contact your child's email Approach Learning infoapproachlearning@gmail.com or [text/phone](#)

Non-Attendance

In cases of non-attendance, Approach Learning will notify the pupil's main school by 10.10am each day of absence.

For significant safeguarding concerns linked to non-attendance we will escalate this by contacting the main school's safeguarding team as soon as these concerns arise; please see Safeguarding Policy.

Support

- Approach Learning is committed to supporting pupils and their families to overcome barriers to attendance through the positive relationships that we foster.
- Staff members will engage with pupils, their main school and their families to identify and help address any issues affecting attendance, providing appropriate support and guidance, as negotiated with the main school.
- Approach Learning will collaborate with commissioning schools and agencies to facilitate interventions and support strategies for pupils with attendance concerns where possible.
- Where necessary, Approach Learning will arrange and participate in meetings with the pupil, their family, and representatives from commissioning schools or agencies to discuss attendance issues and develop action plans.

By enrolling in Approach Learning, pupils, their families and commissioning schools acknowledge their understanding of and commitment to complying with this Attendance Policy.

This Attendance Policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary revisions will be made in consultation with senior management, including pupils, parents/guardians, staff members, commissioning schools, and agencies.