**Illuminate You, Learning for Life Lodge**

**Attendance Monitoring Policy**

**Policy Statement**

Illuminate You, Learning for Life Lodge, is committed to promoting and supporting high levels of attendance among students. Consistent attendance is crucial for academic progress, social development, and emotional well-being. This policy outlines our approach to monitoring, supporting, and addressing attendance to ensure each student has the opportunity to achieve their full potential.

**Purpose**

The purpose of this policy is to:

* Establish a clear procedure for monitoring and reporting attendance.
* Identify and address barriers to attendance.
* Support students and families in achieving regular attendance.
* Comply with legal requirements for attendance tracking and reporting.

**Scope**

This policy applies to all students enrolled at Illuminate You. It also outlines the responsibilities of staff, students, and parents/carers in maintaining and improving attendance.

**Roles and Responsibilities**

1. **Head Teacher**
	* Oversee the implementation of the attendance policy.
	* Ensure regular attendance reviews and reports are conducted.
	* Liaise with families and external agencies when necessary.
2. **Designated Attendance Officer**
	* Track and record daily attendance, absences, and late arrivals.
	* Follow up on unexplained or frequent absences.
	* Prepare attendance reports and identify patterns or concerns for review.
3. **Staff Members**
	* Monitor attendance in their classes and encourage students to attend regularly.
	* Alert the Attendance Officer to any concerns related to attendance or punctuality.
	* Offer support and guidance to students who may be struggling with regular attendance.
4. **Parents/Carers**
	* Ensure that their child attends school regularly and arrives on time.
	* Inform the school promptly of any absences and provide reasons for non-attendance.
	* Work in partnership with the school to address any attendance issues.
5. **Students**
	* Attend school regularly and on time.
	* Inform staff if they experience challenges affecting their attendance.

**Attendance Expectations**

Illuminate You aims for a minimum attendance rate of **95%** for all students. Regular attendance is essential for academic success, personal growth, and continuity of learning.

1. **School Hours**
	* School operates from 9:00 a.m. to 3:00 p.m., Monday through Friday.
	* Students are expected to arrive by 8:50 a.m. and be ready to start the school day promptly.
2. **Reporting Absences**
	* Parents/carers should notify the school office by 8:30 a.m. on the first day of absence, explaining the reason.
	* For planned absences, such as medical appointments, parents/carers should inform the school in advance and provide any necessary documentation.
3. **Authorised vs. Unauthorised Absences**
	* **Authorised Absences** include medical appointments, illness, family emergencies, and religious observances.
	* **Unauthorised Absences** include holidays during term time without approval, unexplained absences, and other absences not approved by the school.

**Monitoring and Recording Attendance**

1. **Daily Attendance Monitoring**
	* The Attendance Officer records attendance at the beginning of each day.
	* Any student arriving after 9:00 a.m. is marked as late and must sign in at the school office upon arrival.
2. **Absence Follow-up**
	* The Attendance Officer will contact parents/carers on the first day of an unexplained absence.
	* Persistent absences or repeated patterns will trigger a review to identify any underlying issues or need for additional support.
3. **Regular Attendance Review**
	* Attendance is reviewed weekly to identify students at risk of poor attendance.
	* Termly attendance reports are prepared to assess overall trends and to support action planning.

**Interventions for Poor Attendance**

Illuminate You offers support and intervention to address and improve attendance issues:

1. **Early Intervention**
	* When a student’s attendance falls below **90%**, a notification will be sent to parents/carers highlighting the importance of regular attendance and offering support if needed.
2. **Support Plan**
	* For students with continued attendance concerns, a support plan will be developed in consultation with the student, parents/carers, and relevant staff members.
	* The plan may include mentorship, additional support resources, or referrals to external agencies.
3. **Meetings with Parents/Carers**
	* If attendance does not improve, a meeting will be arranged with parents/carers to discuss barriers to attendance and agree on a strategy for improvement.
4. **Referral to External Agencies**
	* In cases where attendance continues to be a concern despite school interventions, the school may refer the case to local authority attendance services or other support agencies.

**Rewards and Recognition for Good Attendance**

1. **Celebrating Regular Attendance**
	* Students with attendance above **95%** will be recognized with certificates and commendations at the end of each term.
	* Classes or groups with high attendance will be celebrated through incentives like extra recreational activities.
2. **Monthly Recognition**
	* Monthly attendance recognition will be given to students with 100% attendance, providing an incentive for regular attendance.

**Legal and Statutory Compliance**

This policy is aligned with statutory requirements and government guidance, including:

* *The Education Act 1996*, which mandates that parents ensure their children receive suitable education.
* *Keeping Children Safe in Education (KCSIE)*, emphasizing the role of schools in safeguarding through regular attendance monitoring.
* *The Independent School Standards*, which require schools to maintain accurate attendance registers and manage student welfare effectively.

Illuminate You is committed to safeguarding students through consistent attendance monitoring and will work closely with local authorities if attendance becomes a safeguarding concern.

**Data Protection**

All attendance records are handled in compliance with the *Data Protection Act* and *GDPR*. Information will be stored securely and only shared with relevant parties, including parents/carers and attendance monitoring services, to support student well-being and legal obligations.

**Review and Evaluation**

This policy will be reviewed annually by the Head Teacher and Attendance Officer, with adjustments made as needed to support continuous improvement in attendance practices.

**Approval and Implementation**

* **Approved by:** *Head Teacher and Committee*
* **Date of Implementation:** *09.11.2025*