

**IMPACT ALTERNATIVE LEARNING
ATTENDANCE & WELFARE POLICY
ELITE INSPECTION VERSION**

Reviewed: April 2026 | Next Review: April 2027

1. INTRODUCTION & ETHOS

Impact Alternative Learning is committed to achieving high levels of attendance for all learners.

Regular attendance is essential for safeguarding, progress and wellbeing.

We recognise that attendance is often a symptom of wider needs and barriers.

2. STATUTORY FRAMEWORK

This policy aligns with:

Working Together to Improve School Attendance 2024 (statutory)

Keeping Children Safe in Education 2025

Education Act 1996

Children Act 1989

3. EXPECTATIONS

All learners are expected to attend every session.

Parents/carers have a legal duty to ensure attendance.

Impact will actively monitor and support attendance.

4. SAFEGUARDING LINK

Attendance is a key safeguarding indicator.

Unexplained absence triggers immediate action.

Home visits and external agency involvement used where required.

5. FIRST DAY RESPONSE

Contact made by 10:30am if no reason provided.

Home visit initiated if concerns escalate.

Police/social care contacted if risk identified.

6. TYPES OF ABSENCE

Authorised: illness, appointments, exceptional circumstances.

Unauthorised: holidays, non-valid reasons.

Persistent absence: below 90%.

Severe absence: below 50%.

7. DATA & MONITORING

Attendance tracked daily and reviewed weekly.

Patterns identified early.

Interventions implemented quickly.

8. SUPPORT SYSTEM

Barrier identification (SEMH, family, health).

Individual support plans.

External agency involvement where needed.

9. EBSA SUPPORT

Early identification of emotionally based school avoidance.

Gradual reintegration plans.

Multi-agency support.

10. ESCALATION PROCEDURE

Stage 1: Early concern – internal support.

Stage 2: Persistent absence – meetings & plans.

Stage 3: Severe absence – LA involvement.

Stage 4: Legal intervention.

11. REDUCED TIMETABLES

Used only in exceptional cases.

Time-limited and reviewed regularly.

Parental consent required.

12. REWARDS & ENGAGEMENT

Attendance rewards used to motivate learners.

Positive reinforcement approach.

13. ROLES & RESPONSIBILITIES

Principal: overall accountability.

DSL: safeguarding oversight.

Staff: monitoring and support.

Parents: ensuring attendance.

14. MONITORING & REVIEW

Policy reviewed annually.

Attendance data analysed.

Continuous improvement applied.

APPENDIX 2 – FIRST DAY RESPONSE LOG

Date	Contact	Outcome

APPENDIX 3 – ATTENDANCE ACTION PLAN

Pupil:

Barriers:

Support:

Review date: