ATTENDANCE POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 SCOPE AND REGISTERS

- Register attendance and punctuality for each planned Impact session and off-site activity; record arrival/departure accurately in Airtable or the approved MIS.
- Use agreed authorised/unauthorised codes with the commissioner without representing Impact's AP register as the named school's statutory register.

2 SAME-DAY ABSENCE RESPONSE

- For unexplained absence, promptly contact parents/carers and commissioner the same day, following individual risk arrangements; do not wait until end of session.
- Where commissioning agreement requires an 11am update, provide it by 11am. Escalate immediate welfare risks to DSL and emergency services as needed.

3 TRANSPORT AND NON-ARRIVAL

- Check pickup plans and record transport failure separately from learner choice/engagement; promptly notify family and commissioner if safe attendance cannot be achieved.
- Record delays, collection handovers, repeated missed transport and corrective action.

4 PERSISTENT OR CONCERNING ABSENCE

- Review patterns weekly and alongside safeguarding intelligence and EHCP needs; meet commissioners/families to remove barriers.
- Escalate prolonged lack of suitable education to named school/LA through commissioning channels; do not make unilateral placement/legal-status decisions.

5 SEND AND REASONABLE ADJUSTMENTS

- Agree graduated reintegration, modified support and access arrangements where consistent with funding and individual plans.
- Avoid punitive responses where disability, health, anxiety or transport issues explain absence; keep a written plan and review.

6 OFF-SITE AND LOCAL AUTHORITY REPORTING

- Collect delivery-partner confirmation for every planned session and send agreed attendance/absence and risk notifications securely.
- Commissioning school or authority retains statutory attendance and child-missing-education duties appropriate to its role.

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7 QUALITY ASSURANCE AND RETENTION

- Principal checks late registers, missing codes and delayed follow-ups daily; audit patterns and commissioner reports at least monthly.
- Protect attendance records under retention schedule and provide evidence of follow-up on request.

8 LEARNERS WHO NEED PART-TIME OR ADJUSTED PROVISION

- A commissioned reduced timetable is not automatically a lawful substitute for suitable full-time education and must be agreed and regularly reviewed by the responsible school/LA.
- Record exact days, delivery hours, alternatives, intended duration and progress to suitable education without claiming Impact decides statutory entitlement.

9 ABSENCE DUE TO SUSPECTED HARM OR EXPLOITATION

- DSL checks whether repeated unexplained absence, sudden disengagement, risky collection or peer association suggests abuse, exploitation, missing-from-education or criminal activity.
- Apply threshold-based referral and information sharing; do not treat attendance as merely an administrative issue.

10 EVIDENCE AT QUALITY ASSURANCE

- Produce session logs, dated first-day calls, parent contact notes, commissioner time-stamped reports, multi-agency interventions and review outcomes.
- Senior leader samples absence reports and overdue follow-ups, documents errors and checks remediation.

11 EDUCATION PACKAGE AND ACCOUNTABILITY

- Commissioner must know what teaching was delivered, what was missed and whether a learner received other education on non-Impact days.
- Report persistent timetable gaps or lack of transport promptly to named school/LA and record decisions.

12 LINKED STATUTORY AND DFE GUIDANCE

- DfE Alternative provision statutory guidance (February 2025); Keeping Children Safe in Education 2026 (in force 1 September 2026) This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

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13 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.