



Attendance Policy

Contents of this procedure	
1	Purpose of the policy
2	The importance of regular attendance
3	Promoting regular attendance
4	Absence procedures
5	Lateness
6	Recording attendance
Links to other policies: Behaviour policy, Employee expectations and disciplinary policy	

1. Purpose of the policy

As an alternative provider working with a variety of referrals and needs, we recognise that engaging some young people is challenging. We must work hard to provide value for money for those commissioning our services and to support the young people in our care towards their goals. This policy explains the processes we adopt towards this aim.

For our children to gain the greatest benefit from their work with Ignite Life it is vital that they attend regularly, on time, every day unless the reason for the absence is unavoidable. We recognise that many of our referrals are for young people not accessing education and that one of our roles may be to have 'eyes on' the young person as a safeguarding check.

2. The importance of regular attendance:

Learning: Any absence affects the pattern of a child's provision and regular absence will seriously affect their learning and development. Mentoring addresses important social and emotional learning and gets young people back into structure and routines which can transfer back into education, training and employment. As a mentoring organisation we want to encourage our mentoring sessions whilst recognising the many and diverse barriers that some young people may have.

Safeguarding: Children and young people may be at risk of harm if they do not attend education regularly. At times, Ignite Life provides an alternative to school or delivers

mentoring during the school day. Safeguarding the interests of each child is everyone's responsibility and within the context of this education provision, promoting the welfare and life opportunities every child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Anti- bullying

Failing to attend our agreed provision on a regular basis-if they are also not attending school-will be considered a child missing education and child protection matter which we will share with our providers and other relevant agencies.

3.Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility: parents, pupils, our providers and all Ignite Life staff. This policy will be discussed and implemented with all education providers and parents.

To help us all to focus on this we will:

- Give the main education provider details on attendance, including lateness
- Celebrate good attendance
- Reward good or improving attendance
- Make sessions engaging and interesting; whilst focusing on the goals set out by providers

4.Absence Procedures:

For parents:

If your child is unavailable for a session you must:

- Contact us as soon as possible (if possible at least 24 hours prior to the session)
- Inform the organisation referring your child to Ignite Life that they will not be attending the session

For Ignite Life:

If a child or young person is absent, we will:

- Contact main education provider/lead agency and report absence every day of provision and as soon as absence is detected (ie due 9:00 report 9:30 once absence is confirmed).
- Attempt to contact young person and parent/carers
- At an appropriate time discuss with the young person the reason for their absence. Set goals and strategies to enable better attendance
- Where appropriate discuss absence with parents/carers. Offer advice and support on enabling better attendance
- We will keep registers for every young person and send these records through to their provider as requested. We will monitor patterns of attendance and punctuality termly and yearly to monitor and improve our service

- For repeated non-attendance at sessions; if relevant, or where concerns exist, we will ask for a review with parent/carers and the provider to reframe the arrangements and commitment to mentoring by the young person and their parent/carer

For commissioning agencies/providers

If you are aware of a future absence e.g. for exams, holiday, appointments

- Inform us by email to hello@ignite-life.co.uk
- Give as much notice as possible for known absences (as we schedule a week ahead, so cancellations within 7 days of the day of the session will be charged)

If you have concerns about a young person's attendance, lateness or engagement in mentoring sessions:

- Request a review by informing hello@ignite-life.co.uk and one of our leaders will arrange to meet with you

5. Lateness:

Poor punctuality disrupts the young person's provision. We must support our young people to improve their punctuality in order to correct this.

How we manage lateness:

- Message parent/carers the previous day to inform them of the start time for the session
- Discuss with the young person and parents any problems and causes for lateness and help find a solution
- If lateness persists, we will inform the young person's main education provider or referrer and discuss strategies and implement to address the problem

In emergency cases where the child or young person has not attended and their whereabouts are unknown to Ignite Life, every member of staff has the right and duty to inform the police of this absence and concern.

This attendance policy will be implemented thoroughly with all young people and the education provider or referrer and holder of the Ignite Life contract. Children missing education and children missing guidance is a serious matter and Ignite Life will endeavor to always assess the situation and inform the appropriate person with all the details of the young person missing from their provision.

6. Recording attendance

Ignite Life uses a secure system called Trello to log sessions.

Mentors confirm 'session in progress' once they have picked up a CYP

A central attendance register is updated daily

Attendance information can be sent weekly or monthly by request from the school /provider

Attendance is confirmed with schools by the mentor themselves via a phone call if the young person is being picked up away from school

Stages in recording attendance	
1	For CYPs being picked up from home Mentor sends courtesy text the previous day to inform parents/carer
2	Mentor picks up CYP
3	Mentor registers Session in Progress on Trello
4	If required mentor calls school/provider to register that they have the CYP and the session is taking place
5	Pod Managers update attendance register from Trello daily
6	Weekly registers are shared with schools/providers where requested
7	Lead Pod analyses attendance data on a monthly basis to act on patterns and develop strategies for individual cases where attendance or lateness are a concern
8	Where concerns about engagement/attendance exist, Leaders request a review of provision for the CYP with the provider

Policy reviewed: 25 October 2019.

Next review date 25 October 2020.