



Attendance Policy

This policy is only applicable for our alternative learning provision.

1. Purpose

The purpose of this policy is to establish clear expectations regarding attendance for students participating in The Outdoor Ed School's alternative learning provision.

Consistent attendance is crucial for student success, personal development, and ensuring a safe and structured environment for learning.

This policy provides guidelines on expectations, procedures, and responses to non-attendance.

2. Policy Statement

At The Outdoor Ed School we are committed to providing an inclusive and supportive learning environment that encourages personal growth, outdoor engagement, and academic achievement.

We recognize the importance of regular attendance to ensure students fully benefit from the learning experience and outdoor activities offered.

We aim to support students and their families in maintaining good attendance, understanding that sometimes unavoidable circumstances may affect attendance.

This policy ensures that students, parents/guardians, and staff are clear on the expectations and procedures related to attendance.

3. Scope

This policy applies to all students enrolled at The Outdoor Ed School and their families/guardians.

It covers attendance expectations, reporting absences, and the procedures to follow in the event of non-attendance.

4. Attendance Expectations

- **Regular Attendance:** Students are expected to attend all scheduled outdoor activities and learning sessions, unless they have a valid reason for absence (e.g., illness, family emergency).
- **Timeliness:** Students should arrive on time for all activities. Regular lateness disrupts the learning experience for everyone and may affect the student's progress.
- **Full Participation:** Students are encouraged to fully engage in all planned activities as these contribute to their development and learning outcomes.

5. Reporting Absences

- **Notification of Absence:** Parents or guardians should notify The Outdoor Ed School as soon as possible if a student will be absent, ideally before the start of the learning day. This can be done by phone or email.
- **Reason for Absence:** When reporting an absence, parents/guardians should provide the reason for the absence (e.g., illness, medical appointment, family circumstances).
- **Extended Absence:** If a student will be absent for an extended period (more than three consecutive days), parents or guardians should provide a written explanation.
- **Late Arrival:** If a student will be arriving late to a session, parents/guardians should notify the provision in advance, and the student should join the session as soon as possible to minimize disruption.

6. Managing Non-Attendance

The Outdoor Ed School understands that there may be occasional reasons for non-attendance.

However, excessive or persistent absence can hinder student progress and engagement in their outdoor learning provision.

The following steps outline how non-attendance will be managed:

- **Initial Action (1–2 Days of Absence):**
If a student is absent without prior notification, the provision will attempt to contact the parent or guardian on the first day of absence by phone or email.

The aim is to establish the reason for the absence and offer support if necessary.

The local authority and/or school will be notified in the weekly update email.
- **Follow-Up Action (3 or More Consecutive Days of Absence):**
If a student has been absent for three or more consecutive days without a valid reason, the provision will initiate further communication with the parent or guardian.

A meeting may be arranged to discuss any issues affecting attendance and to identify ways to support the student in improving their attendance.

The local authority and/or school will be notified immediately via email.

- **Attendance Review:**

After persistent absences (e.g., more than 10% of sessions missed), the provision will arrange a formal review meeting with the student and their family to explore the causes of the absences.

This meeting will aim to identify barriers to attendance and agree on an action plan, which could involve adjustments to the learning plan or additional support.

The local authority and/or school will be made aware of the meeting and invited to join.

Notes of the meeting and any agreed actions will be shared with the local authority and/or school.

- **Support for Attendance Issues:**

If attendance concerns arise, the provision may offer additional support such as:

- Flexible scheduling.
- Alternative learning or mentoring support.

7. Consequences of Non-Attendance

- **Impact on Learning:**

Regular non-attendance may impact a student's ability to meet learning outcomes and achieve their personal and academic goals.

The outdoor activities and learning environment are designed to support holistic development, and missed sessions can limit these opportunities.

- **Potential Withdrawal:**

If a student's attendance does not improve after continued support and interventions, and there are no valid reasons for the absence, the local authority and/or school may consider reviewing the student's placement, which may lead to withdrawal.

8. Supporting Attendance

The Outdoor Ed School is committed to providing a supportive learning environment, understanding that there are different reasons for non-attendance.

We will work closely with students and families to address any barriers to attendance, such as:

- **Health-related Issues:** Adjustments will be made for students facing long-term health problems.
- **Family and Personal Issues:** Support will be provided for any personal or family challenges that may be affecting attendance.

- **Emotional and Mental Health:** For students struggling with mental health, we will work with external services or provide additional pastoral care to encourage regular attendance.

9. Monitoring and Reporting

- **Attendance Monitoring:** Attendance will be recorded daily, and any patterns of absence will be monitored.

Attendance records will be reviewed and shared with the local authority and/or school weekly to ensure early intervention for any issues.

- **Reporting:** Attendance data will be shared with parents/guardians on a regular basis, either through communication logs, reports, or meetings.

10. Review and Evaluation

This Attendance Policy will be reviewed annually to ensure that it is effective and meets the needs of the students and the provision.

Feedback from students, parents, and staff will be considered in the review process.