ATTENDANCE POLICY

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Published Date	**January 2025**
Version	**1.1**
Last Review Date	
Next Review Date	**September 2025**

At Reset AP we aim to ensure consistent attendance of young people enrolled in our program. We recognize that regular attendance is crucial for the holistic development and success of everyone. This policy outlines the expectations, procedures, and support mechanisms in place to promote and monitor attendance effectively.

This policy applies to all young people who attend Reset AP, as well as staff members responsible for implementing and monitoring attendance.

Aims of the Policy

- To ensure that every young person succeeds whilst at Reset AP.
- To ensure that every young person uses every session to gain knowledge and understanding.
- To promote every young person's welfare and safeguarding.

Attendance Expectations

- Attendance is mandatory for all enrolled young people during scheduled hours. Young people are expected to arrive punctually and participate fully in all scheduled activities and sessions.
- Parents/Guardians are responsible for ensuring their child's regular attendance and punctuality.
- As the subsidiary Alternative Provider, attendance records and responsibility ultimately sit with young person's main school, however Reset is committed to engagement, support and record keeping to support all the schools we work with.

Reporting Procedures

· Staff members will maintain accurate attendance records for all young people. · Attendance data will be reported to commissioning schools and agencies daily by 11am or as agreed upon in our partnership agreements.
· In the event of an absence, parents/guardians are required to notify Reset AP Project/School staff as soon as possible, providing a reason for the absence by 10.30am. To report your child's absence, contact your child's main school or email; resetAPmanchester@outlook.com

Non-Attendance

In cases of non-attendance, Reset AP will notify the young person's main school by 11am each day of absence.

For significant safeguarding concerns linked to non-attendance we will escalate this by contacting the main school's safeguarding team as soon as these concerns arise; please see Safeguarding Policy.

Support

- Reset AP is committed to supporting young people and their families to overcome barriers to attendance through the positive relationships that we foster.
- Staff members will engage with young people, their main school and their families to identify and help address any issues affecting attendance, providing appropriate support and guidance, as negotiated with the main school.
- Reset AP will collaborate with commissioning schools and agencies to facilitate interventions and support strategies for young people with attendance concerns where possible.
- Where necessary, Reset AP will arrange and participate in meetings with the young person, their family, and representatives from commissioning schools or agencies to discuss attendance issues and develop action plans.

By enrolling in Reset AP, young people, their families and commissioning schools acknowledge their understanding of and commitment to complying with this Attendance Policy.

This Attendance Policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary revisions will be made in consultation with stakeholders, including young people, parents/guardians, staff members, commissioning schools, and agencies.

Signed by: Policy Holder: ***Karen Birch***

Date: January 2025