

ATTENDANCE POLICY

Mending Lines

Statement of Intent

Mending Lines recognises the importance of attendance, routine, and engagement in supporting positive outcomes for children and young people.

We understand that many learners accessing alternative provision may have experienced difficulties attending education previously due to anxiety, unmet needs, social and emotional challenges, trauma, behavioural difficulties, or negative educational experiences.

Our approach to attendance is supportive, flexible, and relationship-based while still promoting consistency, routine, and accountability.

Aims

This policy aims to:

- encourage regular attendance and engagement
 - support learners who struggle with attendance
 - identify barriers to attendance early
 - work positively with families and professionals
 - maintain accurate attendance records
 - promote a safe and supportive learning environment
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Attendance Expectations

Learners are expected to attend sessions agreed as part of their placement or referral arrangement unless absent due to illness, appointments, or other agreed circumstances.

Mending Lines recognises that some learners may initially require a gradual or flexible approach to attendance in order to build confidence and engagement.

Attendance expectations will be discussed with:

- parents/carers

- schools
 - local authorities
 - referring professionals where appropriate
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Recording Attendance

Attendance registers will be completed for all sessions.

Registers may include:

- present
- authorised absence
- unauthorised absence
- late arrival
- early collection
- off-site activity attendance

Attendance information may be shared with referring schools, local authorities, or other professionals where required.

Reporting Absence

Parents/carers or referring schools should notify Mending Lines as soon as possible if a learner will not be attending.

Where no reason is provided for absence, staff may attempt to contact parents/carers, schools, or relevant professionals to ensure the learner's wellbeing where appropriate.

Supporting Attendance

Mending Lines aims to support attendance through:

- positive relationships
- small group environments
- flexible approaches where appropriate
- reduced pressure learning
- outdoor and practical activities

- consistent routines
- emotional wellbeing support
- communication with families and professionals

We recognise that progress with attendance may take time and should be viewed alongside wider emotional and wellbeing improvements.

Persistent Non-Attendance

Where attendance becomes a concern, Mending Lines may:

- discuss barriers with the learner
- communicate with parents/carers
- liaise with schools or professionals
- review support strategies
- adapt provision where appropriate
- consider whether the placement remains suitable

The aim will always be to support re-engagement wherever reasonably possible.

Safeguarding Considerations

Unexplained absences may present safeguarding concerns.

Where concerns arise regarding a learner's welfare or safety, Mending Lines will follow safeguarding procedures and may contact appropriate agencies where necessary.

Severe Weather & Session Changes

Occasionally sessions may need to be cancelled, adapted, or moved due to:

- severe weather
- unsafe fishing or outdoor conditions
- staffing issues
- emergencies
- site safety concerns

Parents/carers, schools, and relevant professionals will be informed as soon as reasonably possible.

Monitoring & Review

Attendance information may be monitored to identify:

- patterns of absence
- barriers to engagement
- progress over time
- support needs

The policy will be reviewed annually or sooner if required.

Policy Review

Policy: Attendance Policy

Organisation: Mending Lines

Review Frequency: Annual

Next Review Due: Jan 2027