



YOUTH ORGANISATION SINCE 2015

Attendance Policy

Reviewed: 2026

Attendance Policy

This document outlines the attendance policy for Aspire in arts, emphasising the importance of regular attendance for the academic and personal development of students. It aims to provide clear guidelines and expectations regarding attendance, ensuring that all stakeholders understand their roles in promoting consistent engagement in our educational activities.

Purpose

The purpose of this attendance policy is to establish a framework that supports students accessing **Aspire in Arts**, by encouraging regular attendance, addressing barriers to attendance, and fostering a positive learning environment. This policy is designed to promote accountability among students, parents/carers, and staff while ensuring that every student has the opportunity to succeed.

Attendance Expectations

1. **Regular Attendance:** Students are expected to attend all scheduled sessions unless there are valid reasons for absence. Regular attendance is crucial for academic success and personal growth.
2. **Notification of Absence:** Parents/carers must notify Aspire in Arts, in advance if a student is unable to attend due to illness or other legitimate reasons. This notification should be made as soon as possible, preferably before the start of the day. Parents/carers are also advised to inform the referring school of the absence.
3. **Documentation:** For absences longer than three consecutive days, a doctor's note or other relevant documentation may be required to validate the absence.
4. **Punctuality:** Students are expected to arrive on time for all sessions. Late arrivals disrupt the learning environment and may result in consequences as outlined in Aspire in Arts' behaviour policy.

Monitoring Attendance

1. **Attendance Tracking:** Attendance will be monitored twice daily, and records will be maintained to identify patterns of absence or lateness. This data will be reviewed regularly by staff to ensure timely interventions.
2. **Intervention Strategies:** If a student's attendance falls below the expected level 65%, the school will implement intervention strategies, which may include meetings with parents/carers, personalised support plans, and referrals to external agencies if necessary.
3. **Incentives for Good Attendance:** To encourage regular attendance, Aspire in Arts, may implement reward systems for students who achieve high attendance rates. This could include recognition during sessions, certificates, or other incentives.

Consequences of Poor Attendance

1. **Academic Impact:** Poor attendance can lead to significant gaps in learning, which may affect a student's academic performance and overall progress.
2. **Disciplinary Actions:** Continued poor attendance may result in disciplinary actions, including meetings with parents/carers, loss of privileges, or, in extreme cases, referral to external agencies for further support.
3. **Reintegration Support:** For students with prolonged absences, a reintegration plan will be developed to support their return to the learning environment, ensuring they can catch up on missed work and reintegrate smoothly.

Conclusion

This attendance policy is essential for fostering a culture of commitment and responsibility within Aspire in Arts. By adhering to these guidelines, we can work together to ensure that every student has the opportunity to thrive academically and personally. Regular attendance is not just a requirement; it is a vital component of a successful educational experience.