

MIAG



# Attendance Policy

Ratified by Chair of Govs:

Signed by .....

A handwritten signature in blue ink, appearing to read "Amy Hoge", written over the dotted line for the signature.

Date .....

11/6/25

Date:

Review Date:

## Why Attendance Matters at MIAG:

Regular attendance helps learners:

- ✚ Make progress with learning
- ✚ Build positive routines and confidence
- ✚ Feel safe, supported, and part of the MIAG community

Many of our learners have faced barriers to education. We are committed to **understanding individual needs** and helping learners **re-engage at their own pace**, while still promoting the importance of consistent attendance.

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## Our Aims:

- ✚ Encourage and support good attendance
  - ✚ Work closely with learners, families, and professionals
  - ✚ Respond quickly to concerns
  - ✚ Keep accurate attendance records
  - ✚ Be flexible and person-centred
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## What We Expect:

We expect all learners to:

- ✚ Attend every session they are timetabled for
- ✚ Arrive **on time** and ready to engage
- ✚ Let us know if they cannot attend

We ask parents/carers to:

- ✚ Inform us **by 8:00am** if a learner is absent
  - ✚ Give a reason for the absence
  - ✚ Work with us to support attendance plans when needed
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## Types of Absence:

| Type:               | Example:                                             | What MIAG Does?                                          |
|---------------------|------------------------------------------------------|----------------------------------------------------------|
| <b>Authorised</b>   | Illness, medical appointment, family emergency       | Record absence, monitor and support                      |
| <b>Unauthorised</b> | No reason given or refusal to attend                 | Follow up with contact and support; inform commissioners |
| <b>Planned</b>      | Holiday (only approved in exceptional circumstances) | Must be agreed in advance and in writing                 |

*We understand that some learners may have anxiety, trauma, or health needs that affect attendance. We work in partnership with families to support reintegration at the right pace.*

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## What happens if Attendance is low?

We will act quickly and sensitively if attendance drops:

- ✚ **Phone call** to family/carers
- ✚ **Welfare check** if no contact or concern arises
- ✚ **Support plan or reintegration meeting**
- ✚ Referral to external agencies if there are safeguarding concerns

We always prioritise **understanding over consequences**, but we do report persistent non-attendance to the **referring school or local authority** if required.

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## Flexibility and Personalised Approaches:

MIAG learners often need flexible plans. We may offer:

- ✚ Gradual return timetables
- ✚ Remote contact
- ✚ Quiet arrival times
- ✚ 1:1 sessions with the allocated Key Worker to rebuild confidence

We aim to **meet learners where they are**, while encouraging regular attendance as a goal.

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## Rewards and Recognition:

We celebrate progress, not just perfection. We may use:

- ✚ Verbal praise
  - ✚ Certificates or letters home
  - ✚ Individual incentives based on learner goals
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## Recording and Monitoring Attendance:

- ✚ Attendance is recorded **twice daily** (AM and PM)
  - ✚ Data is monitored weekly by our **Pastoral Lead**
  - ✚ Concerns are shared with parents, carers, and relevant professionals
  - ✚ Reports are made to referring agencies when required
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## Safeguarding

Unexplained absences or patterns of poor attendance may be a **sign of safeguarding concerns**. In these cases, our **Designated Safeguarding Lead (DSL)** will follow MIAG's **Safeguarding Policy** and take appropriate action.

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## Review and Updates:

This policy will be reviewed **annually**, or sooner if guidance changes or issues arise. Feedback from learners, families, and staff will be considered.

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## Key Contacts:

- Pastoral Lead: [Sara Liebow, Sara@miag.co.uk]
- Designated Safeguarding Lead: [Freyr Bendleton, Freyr@miag.co.uk]
- Main Office Number: [0333 220 3429]
- MIAG Email: [admin@miag.co.uk]