



Attendance Policy

Ratified by Chair of Govs:

Signed by 

Date 

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.

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?
Authorised	Illness, medical appointment, family emergency	Record absence, monitor and support
Unauthorised	No reason given or refusal to attend	Follow up with contact and support; inform commissioners
Planned	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.

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.

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.

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.

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.

Key Contacts:

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