

Attendance and Participation Policy

Devanhaar Gurmat Academy

Purpose

This policy supports regular attendance and active participation at Devanhaar Gurmat Academy (DGA). It forms part of Devanhaar's governance framework and should be read alongside the Safeguarding Policy, Behaviour and Positive Conduct Policy and relevant procedures.

Principles

- Regular attendance supports learning, wellbeing and positive relationships.
- We recognise that barriers to attendance should be understood and addressed wherever possible.
- Safeguarding considerations always take precedence.
- Responses to poor attendance will be supportive, proportionate and child-centred.

Attendance Expectations

- Children should attend all scheduled sessions unless absent for a genuine reason.
- Parents/carers should notify DGA as soon as reasonably possible if a child cannot attend.
- Planned absences should be communicated in advance where practicable.
- Children should arrive on time and be collected promptly.

Authorised Reasons for Absence

- Illness or medical appointments.
- Family emergencies.
- Religious observance or significant family commitments agreed with DGA.
- Other exceptional circumstances agreed by the Academy Lead.

Responding to Attendance Concerns

DGA will normally use the following graduated approach:

- Friendly reminder to parents/carers.
- Discussion to identify barriers and offer support.
- Attendance improvement plan where concerns continue.
- Formal review by the Academy Lead.
- Where attendance remains persistently poor without engagement, DGA may review whether the child's place can continue safely and effectively.

Persistent Absence

Persistent absence may indicate unmet educational, wellbeing or safeguarding needs. Where appropriate, the Academy Lead will consult the Designated Safeguarding Lead and consider whether further support or referral is required.

Late Arrival

- Occasional lateness will normally be managed through reminders.
- Repeated lateness will be discussed with parents/carers.
- Persistent lateness may form part of an attendance support plan.

Recording and Governance

- Attendance will be recorded for each session.
- Patterns of absence and lateness will be reviewed periodically.
- Significant concerns will be documented in line with Devanhaar's incident and safeguarding procedures.
- Attendance information will be handled in accordance with Devanhaar's data protection requirements.

Roles and Responsibilities

- Parents/carers: ensure attendance and communicate absences.
- Academy Lead: monitor attendance, support families and oversee responses.
- Governance Lead: review trends and ensure effective policy implementation.
- Designated Safeguarding Lead: advise where attendance raises safeguarding concerns.

Appeals

Parents/carers may request a review of significant attendance decisions in writing to the Academy Lead. Reviews should be undertaken by an appropriate senior leader or trustee where possible.

Review

This policy will be reviewed annually or sooner following changes to legislation, safeguarding guidance or organisational learning.