



REACHING OUTCOMES USING TAILORED EDUCATION & SKILLS

ATTENDANCE POLICY 2026 - 27

Approved by:	Mr Daniel Luford (Director) Mr Nick Lyons (Director)	Date: 01/04/2023
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Last reviewed on:	31/08/2026
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Introduction

Regular Education placement attendance has always been important. Without it, the efforts of the best tutors/mentors and the best alternative education placement will come to nothing. Education provides a means of advancement for all young people. At Routes Learning, Young People need to attend regularly to take full advantage of the educational opportunities available to them. We believe that irregular attendance undermines the educational process and leads to disadvantages. All Education placements are instructed by the government to raise safeguarding concerns if a pupil has poor attendance.

The aim and objective of this policy is to:

1. Ensure the highest possible attendance of all young people
2. Reduce the level of absence
3. Improve levels of punctuality
4. Ensure that poor attendance is challenged to ensure Young People are kept safe

Parent & Carer Responsibilities:

Parents and Carers should:

- Ensure that if their child is to be absent from their sessions for any unavoidable reason such as sickness, they should contact Routes Learning soon as possible, on the first day of absence. This may be done by phone, text, or email.
- Wherever possible avoid making medical/dental appointments for their children during session hours.
- Avoid booking family holidays during term-time.

Young Persons Responsibilities

Young People should:

- Ensure that they attend planned sessions.
- Ensure that they attend sessions on time.
- Not leave the sessions without permission
- Have their attendance and punctuality acknowledged by the Tutor or Mentor.

- All Young People should be aware of the importance of regular attendance. If they are having difficulties that might prevent them from attending regularly, they should speak to their Tutor/Mentor or parents/carers.

Routes Learning responsibilities

All the staff at Routes Learning will provide an ethos that places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Routes Learning staff will:

- Record and monitor attendance.
- Respond to absenteeism firmly, consistently and with care.
- Promote regular session attendance.
- Acknowledge good or improved attendance of individual Young People
- Follow up any absences from sessions.

Responsibilities of the Attendance Officer

Routes Learning has a named Attendance Officer [Nick Lyons] who has a very specific role to play in supporting high levels of attendance. The Attendance Officers' essential purposes are to support parents and carers to meet their responsibilities for ensuring that their children regularly attend the sessions.

The Attendance Officer will:

- Contact the parents/carers by telephone, text or email.
- Meet with Tutors/Mentors regularly to discuss the attendance of Young People.
- Promote partnership between Young People, parents and Routes Learning over attendance and punctuality.
- Monitor and review attendance records for individuals causing concerns.
- Work with the Tutors/Mentors and parents/carers to improve the attendance of identified Young People.
- Take the necessary steps with individuals with poor attendance.
- Maintain appropriate records regarding young person absence.
- Contact Tutors/Mentors who have not completed their attendance records.
- Liaise with School, Local Authority and any other relevant professionals.

Monitoring Procedures

- Accurate attendance records are important as they support. In addition, it also helps in identify individual young people and particular groups of young people who are or may be at risk of becoming persistent absentees; facilitate and encourage early intervention; and to identify particular types or patterns of absenteeism (for example, time lost to term-time holidays, regular absences on Mondays and/or Fridays, etc).
- Attendance records are reviewed weekly by the Attendance Officer and senior Routes Learning staff.
- Attendance and Punctuality is reported to parents/carers or schools regularly.

A Guide for Parents/Carers

When do Young People need to be at their sessions?

Young People should be ready for their session at the agreed time that has been planned as part of their weekly timetable.

What happens if Young People are late?

Parents/ Carers should contact Routes Learning or Tutors/Mentors to advise if their child will be late to the session.

Does Routes Learning need a phone call on each day of absence?

We expect a parent/carer to telephone or text the Tutor/Mentor or Routes Learning on the first day of absence preferably by 9am. Parents/carers are expected to contact on each day of absence.

Can we take family holidays during term-time?

At Routes Learning, we actively discourage Parents/carers from taking their children out of their sessions during term time for family holidays.

My child is trying to avoid coming to their sessions - What should I do?

It is important that we identify the reason for your child's reluctance to attend their sessions and work together to tackle the problem. Contact the Tutor/Mentor or Routes Learning and discuss your worries. Your child could be avoiding their sessions for several reasons – difficulties with work, friendship problems or family difficulties. A collaborative and supporting approach could make the difference.

A Guide for Staff

Responsibilities of the Tutor & Mentor

As the first point of contact with Young People, the Tutor or Mentor are vital in promoting good attendance and punctuality.

Tutors or Mentors should:

- Have a formal routine for record attendance being taken accurately each day.
- Acquire explanations of absences required from Young People.
- Make enquires about unexplained absences and follow up with young person to ensure that an explanation has been formally given.
- Look out for trends or patterns in attendance and inform Senior Routes Learning Staff.
- Inform the attendance Officer of any known future absences for Young People.
- Discuss lateness with Young People and parents/carers (where possible) and the importance of punctuality emphasised.
- Report absence within 30 minutes of the planned session time to the attendance officer and/or senior Routes Learning Staff.