The Inspire Group AttendancePolicy 2026/27

Aims

This policy aims to maintain high levels of good attendance from students who attend The Inspire Group to ensure continuity of their education as well as their safety on days when they are allocated to attend our provision.

Responsibilities

Promoting excellent attendance is the responsibility of all staff within The Inspire Group, students and parents/carers.

Students are responsible for:

• arriving at the provision by the agreed time for the placement..
• attending all lessons/sessions/activities at the provision on their allocated days.
• Informing staff if there are any reasons which may be preventing them from attending the provision on their allocated days.

Parents/Carers are responsible for:

• ensuring that their child attends the provision on their allocated days and is punctual.
• notify the provision as soon as possible if their child is unable to attend the provision, providing a valid reason for absence and/or their child is going to be late and the reasons for their lateness.
• arrange medical or dental appointments out of provision hours.
• inform the provision in advance of any known absences.
• attend meetings to discuss their child's attendance and/or punctuality as appropriate.
• work in partnership with the provision to improve the attendance and punctuality of their child.

The Inspire Group will:

- Make attendance and punctuality a priority for all those associated with the provision including students, parents/carers and staff.
- Strive to provide a welcoming, caring environment, where each member of the provision community feels wanted and secure.
- Work with students and their parents/carers to ensure each student attends the provision regularly and punctually.
- Provide support, advice and guidance and regular information to parents and students on issues relating to attendance and punctuality.
- Recognise the needs of the student when planning reintegration following significant periods of absence.

- Establish an effective system of incentives and rewards which acknowledges good attendance and punctuality.
- Develop a systematic approach to gathering and analysing attendance related data.
- Ensure the daily attendance of each student is reported to their home school and/or relevant establishment.
- Ensure the weekly attendance of each student is reported to their home school by emailing their attendance certificate to the designated key point of contact for attendance.

In the event that a student is discovered to be missing on site

The following procedure should be followed by staff:

- The DSL/AP Strategic Lead is notified immediately who will instruct a search of all building and the immediate surrounding area.
- Staff will speak to students to identify possible locations for the missing student or for any contact made with other students.
- If the student is not located within 10 minutes, contact is to be made with the referring school, parents/carers and the local police providing a clear description of the student including what they are wearing.
- If appropriate, a member of staff may search the locality. If they find the student, they must keep the student within their sight but they do not chase the student as they may pose as a flight risk and alert the Centre Manager immediately.
- In the event that a student is discovered to be missing during an off-site visit
- The same procedure for students missing on site should be followed by staff. However, a member of staff can only leave to conduct a search if appropriate staff/student ratio allow them to do so.
- Following an incident whereby a student is discovered to be missing either on site or during an off-site visit, the following is to be completed by staff:
- Record the details of the incident including the student involved and the outcome.
- Arrange a strategy meeting with the referring school and parents/carers to review the individual risk assessment for the student involved.
- Review the procedures put in place to safeguard the student every half term

In the event that a student doesn't arrive at the provision

- Contact the parent/carer/social worker immediately.
- If a parent can't provide a reason for a students absence, visit the student at home.
- Notify the school and/or key professional of the absence and the reason given.
- Attendance is reported daily to school or lead professional.

Declaration
On behalf of The Inspire Group we, the undersigned, will oversee the implementation of the Attendance Policy and take all necessary steps to ensure it is adhered to.



Mark Howard
Co Founder & Chief Executive Officer
02/09/26



Steve Clarke
Co Founder & Chief Operating Officer
02/09/26



Alexander Howard
Co Founder & Chief Strategy Officer
02/09/26

POLICY DATE OF REVIEW
02/09/2026

NEXT SCHEDULED REVEIW
01/09/2027