

May Blossom Farm CIC

Alternative Provision

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Attendance Policy

Approved by:	Gill Press
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Head of Alternative Provision & Attendance Champion	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russell Breyer

This policy was ratified in Sept 2025 and will be reviewed in September 2026

Attendance Policy

This document outlines the attendance policy for May Blossom Farm CIC Alternative Provision, emphasizing the importance of regular attendance for the academic and personal development of students. It aims to provide clear guidelines and expectations regarding attendance, ensuring that all stakeholders understand their roles in promoting consistent engagement in our educational activities.

Purpose

The purpose of this attendance policy is to establish a framework that supports students accessing May Blossom Farm CIC Alternative Provision, by encouraging regular attendance, addressing barriers to attendance, and fostering a positive learning environment. This policy is designed to promote accountability among students, parents/carers, and staff while ensuring that every student can succeed.

Attendance Champion

The Attendance Champion at May Blossom Farm CIC is Gill Press, Head of Alternative Provision, they are responsible for strategic oversight of attendance, ensuring compliance with statutory guidance, and reporting attendance data to trustees and the referring schools or Local Authority.

If parent/carer has any questions or concerns, including a request for support they should contact Gill Press, Head of Alternative Provision, Designated Safeguarding Lead and Attendance Champion. If Gill is unavailable, then queries should be directed towards one of the Deputy Designated Safeguarding Leads: Hannah Priest, or John Frenett.

Attendance Expectations

1. **Regular Attendance:** Students are expected to attend all scheduled sessions unless there are valid reasons for absence. Regular attendance is crucial for social, emotional, mental health and wellbeing and enables students to progress with their individual learning plans.
2. **Notification of Absence:** Parents/carers must notify May Blossom Farm CIC Alternative Provision, in advance if a student is unable to attend due to illness or other legitimate reasons. This notification should be made as soon as possible, preferably before the start of the day. Parents/carers are also advised to inform the referring school of the absence.
3. **Documentation:** For absences longer than three consecutive days, a doctor's note or other relevant documentation may be required to validate the absence.
4. **Punctuality:** Students are expected to arrive on time for all sessions. The **start time** for May Blossom Farm is **9.30am** and provision **ends at 2.30pm**. Registers will close at 9.50am and any students arriving after this time will be deemed as late (L code). A conversation will be held with the parent/carer to understand reason for lateness and to assist parent/carers with putting strategies in place to reduce the likelihood of a repeat.

5. Any requests for term-time leave must be submitted in writing to the Head of Alternative Provision and giving two weeks' notice unless there are exceptional circumstances that cannot be avoided.

Monitoring Attendance

1. **Attendance Tracking:** Attendance will be monitored twice daily, and records will be maintained to identify patterns of absence or lateness. This data will be reviewed regularly by staff to ensure timely interventions and referrals if necessary. Daily attendance data will be shared with the referring school and/or local authority, ensuring continuity of safeguarding and education tracking.
2. **Early contact** with parent/carer via an absence text message will be sent at 10.20am requesting contact as a matter of urgency, requesting a reason for absence. A phone call will then be made as soon as possible thereafter. A second phone call will be made later in the day to encourage attendance for the afternoon or in readiness for the following session. Pre-emptive calls will be made to families if there is a known pattern.
3. **Reasonable adjustments.** We recognise that for some young people where attendance barriers relate to SEND or medical needs, reasonable adjustments will be made. We will want to make reasonable adjustments to their daily schedule to assist with individual challenges, enabling sufficient time for emotional regulation. It may also be beneficial to discuss strategies with parents/carers, and to make a note of successful intervention on the students individual learning plans.
4. **Intervention Strategies:** The power of a warm welcome will be standard practice with staff at the gate to welcome students and their parent/carer. We will complete a morning check-in to establish how each student is feeling. If a student needs immediate support this will be given, and the students know they will be listened to.

Celebrating Success: postcards or phone calls home in celebration of attendance and an attendance display highly visible in the main barn. Attendance rewards will be explored with scope for local companies to donate prizes for an attendance raffle. Students with over 97% could win an amazing prize.

Induction Period: when new students enrol, we will provide them with a buddy who can act as a mentor and support new students to build their confidence. We will also regularly invite schools/local authority to visit their young people, so they get to witness students in action – flourishing. Alternatively, some young people might want to create a short video blog to demonstrate to their school setting or local authority what they are doing and how they are progressing.

Engaging with families: the One Page Profile will be the beginning of an ongoing reflective partnership with families. Parent/carer will be invited regularly within the first few weeks for informal check-ins to reflect on how their child is settling in.

Growing Concern: We will invite the parent/carer to attend a meeting, either face to face, on the phone or remotely for families who are struggling. 1:1 check-in will be in operation for those students who are struggling and for whom attendance drops below 92%. We want to notice the good in each student and create the conditions that will

help them to flourish. Our practice celebrates daily reflections with our students, and we will be asking them for their feedback on ways in which we can encourage regular attendance. Understanding a student's perspective on attendance can help to draw out underlying barriers to attendance and inform any support/intervention.

Escalate. If absence persists and falls below 90% and/or if parents/carers are unable to follow through with the agreed adjustments, or if there is a safeguarding/child protection concern, then the matter will be escalated to external agencies via referrals to Early Help or MASH. Interventions will be proportionate and in keeping with safeguarding the needs of the young person.

Conclusion

This attendance policy is essential for fostering a culture of commitment and responsibility within May Blossom Farm CIC Alternative Provision. By adhering to these guidelines, we can work together to ensure that every student can thrive academically and personally. Regular attendance is not just a requirement; it is a vital component of a successful experience.

This policy will be published on May Blossom Farm website, provided to parent/carers at induction, and reviewed annually in consultation with staff, parents/carers and students.