



Attendance Policy

Tree of Life Educational and Therapeutic Input Ltd

Tree of Life's attendance email is attendance@tree-of-life-ltd.co.uk

Introduction

At Tree of Life Educational and Therapeutic Input Ltd, we are committed to providing a safe, nurturing, and therapeutic learning environment. As an alternative provision with mental health and wellbeing at the forefront of our work, we understand that consistent attendance plays a vital role in ensuring stability, routine, and progress for our learners.

We offer both on-site provision and outreach sessions in the home, and our attendance expectations apply across both contexts.

Purpose of the Policy

- To promote positive attendance and punctuality for all learners.
- To ensure learners can access both therapeutic and educational opportunities.
- To work in partnership with parents, carers, and external agencies to support consistent engagement.
- To respond compassionately to individual circumstances while maintaining clear expectations.

Attendance Expectations

- Learners are expected to attend all scheduled sessions, whether in the provision or during outreach visits at home.
- Attendance will be recorded daily by staff and monitored weekly.
- Parents/carers are expected to notify the provision as soon as possible if a learner is unable to attend either by email or a telephone call.
- We encourage parents/carers to make medical and other appointments outside of session times wherever possible/

Attendance Reporting

- Daily attendance records will be maintained for all learners, including those attending on-site provision and outreach sessions in the home.

- Attendance will be sent via email each day to the service user's provider to ensure accurate monitoring, safeguarding, and consistency of support. If a child is late or has not attended a phone call will be made to the service user/parents/carers.
- Attendance data will be reviewed weekly by the Tree of Life team to identify patterns, concerns, or areas where additional support may be required.

Procedures for Absence

1. Reporting Absence: Parents/carers must contact Tree of Life on the morning of absence, stating the reason and expected duration.
2. Authorised Absences: Illness, medical appointments, and unavoidable family circumstances will be authorised when communicated.
3. Unauthorised Absences: Absences without explanation, or not agreed with staff, will be recorded as unauthorised. Persistent issues may trigger formal meetings with parents/carers and referral to the local authority.

Punctuality

- Sessions begin promptly at the agreed time, both in provision and during outreach visits.
- Learners arriving late may miss key therapeutic or educational input.
- Persistent lateness will be addressed in partnership with families.

Monitoring and Support

- Attendance will be reviewed weekly by staff to identify patterns or concerns.
- Where attendance difficulties are linked to anxiety, trauma, or mental health, therapeutic strategies will be implemented.
- Tailored interventions may include flexible timetables, home-to-provision transition plans, or increased therapeutic sessions.

Working with Families

We recognise that families play a central role in supporting consistent attendance. Regular communication with parents/carers ensures barriers to attendance can be identified and addressed collaboratively.

Links to Safeguarding

Attendance is a safeguarding issue. Poor or irregular attendance may place a child at risk of harm. Concerns about attendance will be shared with safeguarding leads and, where necessary, external safeguarding partners. A home visit may be conducted if no communication is engaged in. This visit will be by either the Safeguarding lead or a co-head.

Review of Policy

This policy will be reviewed annually to ensure it remains responsive to the needs of our learners and aligned with statutory requirements.

Attendance Codes

The following codes will be used on our attendance register:

/ present am

\ present pm

U late

O unauthorised

N no reason given

I illness

K mental health

M medical

G unauthorised holiday