



## **Attendance Policy**

### **1. Introduction**

Cornerstone Learning CIC is committed to providing a high-quality learning environment where regular attendance is essential for the success and well-being of all children and young people. This policy outlines expectations for attendance, procedures for reporting absences, and steps taken to support learners with attendance difficulties.

### **2. Scope**

This policy applies to:

All children and young people attending Cornerstone Learning CIC sessions, groups, or interventions.

Parents, carers, and guardians responsible for ensuring regular attendance.

Staff members responsible for monitoring and supporting attendance.

### **3. Attendance Expectations**

Learners are expected to attend all scheduled sessions on time unless prevented by illness, exceptional circumstances, or pre-agreed absences.

Parents/carers must inform Cornerstone Learning CIC of any absence before the start of the session.

Persistent or unexplained absences will be investigated, and appropriate support will be offered to ensure engagement.

### **4. Reporting Absences**

Parents/carers must notify Cornerstone Learning CIC as soon as possible if their child is unable to attend, providing a valid reason.

Absences can be reported via phone, email, or an agreed communication method.



If a child is absent without explanation, a staff member will contact parents/carers to ensure the child's well-being.

Alternative Provision - Cornerstone Learning CIC will contact the child's school via email as soon as notified of an absence.

## **5. Lateness and Punctuality**

Learners are expected to arrive on time for their sessions.

Late arrivals disrupt learning and may result in reduced participation in activities.

Repeated lateness will be discussed with parents/carers to identify and resolve any issues.

## **6. Authorised and Unauthorised Absences**

### Authorised Absences

Absences may be authorised for the following reasons:

Illness or medical appointments (proof may be requested for repeated absences).

Exceptional family circumstances (e.g., bereavement).

Religious observances.

Pre-agreed educational opportunities outside of Cornerstone Learning CIC.

### Unauthorised Absences

The following will be considered unauthorised absences:

Absences without communication or valid reason.

Persistent unexplained lateness.

Holidays taken without prior agreement.

## **7. Supporting Regular Attendance**



We recognise that some learners may face challenges in attending regularly. We will:

Work with parents/carers to identify and address barriers to attendance.

Offer reasonable adjustments or additional support where needed.

Maintain open communication with families to encourage engagement.

Liaise with external agencies if necessary to support attendance.

## **8. Monitoring and Intervention**

Attendance will be monitored regularly by staff.

If attendance falls below an acceptable level, we will:

**1. Contact parents/carers to discuss concerns.**

**2. Develop a support plan if necessary.**

**3. Escalate concerns to external services (e.g., education welfare teams) if required.**

## **9. Responsibilities**

Parents/Carers – Ensure their child attends regularly and on time, reporting absences appropriately.

Learners – Engage in sessions and communicate any challenges affecting attendance.

Staff – Monitor attendance, support families, and follow up on concerns.

## **10. Review and Updates**



This policy will be reviewed annually or sooner if required due to changes in legislation or organisational needs.

For any questions or to report absences, please contact Cornerstone Learning CIC's Attendance Officer.