PERSON RESPONSIBLE FOR POLICY:	***PAUL MILLS***
APPROVED:	***MICHELLE HARVEY***
SIGNED:	***PAUL MILLS***
TO BE REVIEWED:	***SEPTEMBER 2027***

UKPRN: 10101682 | Legal Address: Thistledown Barn, 204 Holcot Lane, Sywell NN6 0BG

SNAP

ATTENDANCE POLICY

1. Purpose

SNAP is committed to promoting regular attendance and ensuring that every young person has the opportunity to engage positively with their education, develop their confidence and make progress towards their individual goals.

We recognise that some young people may experience barriers to attending education. Our approach is therefore supportive and focused on understanding the reasons for absence, working with the young person, parents/carers and relevant professionals to improve attendance wherever possible.

Regular attendance is important in helping young people establish routines, build relationships, access learning and maintain continuity within their education.

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2. Attendance Times

The normal SNAP attendance day is:

Start: 9:30am
Finish: 2:00pm

Young people are expected to arrive on time and remain at SNAP for the duration of their agreed timetable unless there is a specific reason for them to leave early.

Any agreed changes to a young person's attendance times should be communicated to SNAP in advance wherever possible.

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3. Reporting Absence

If a young person is unable to attend SNAP, their parent/carer must notify SNAP **before 9:00am on the day of absence**.

Absences must be reported by telephone:

SNAP Attendance Number: 07951 268442

Where possible, parents/carers should speak directly to a member of the SNAP team. If the call is not answered, a voicemail or appropriate message should be left.

The message should include:

- Young person's full name
- Reason for absence
- Expected duration of absence, where known
- Any relevant information that may affect their return

Parents/carers should not rely solely on messages being passed through another organisation unless this has been specifically agreed with SNAP.

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4. Absence Due to Illness

Where a young person is absent due to illness, parents/carers should inform SNAP before **9:00am**.

If the young person remains unwell for more than one day, parents/carers should continue to keep SNAP informed regarding their expected return.

Where a young person has sickness or diarrhoea, they should remain away from SNAP until they have been free from symptoms for **48 hours**.

Parents/carers should inform SNAP if their young person has an infectious illness or any condition that may affect the health or safety of other learners or staff.

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5. Unauthorised Absence

An absence may be recorded as unauthorised where:

- No reason for the absence has been provided.
- The reason provided is not considered acceptable.
- The young person is absent without prior agreement.
- A parent/carer has not contacted SNAP regarding the absence.
- The young person leaves SNAP without permission.
- A pattern of unexplained absence develops.

Where a young person does not attend and SNAP has not received an explanation, staff will make reasonable attempts to contact the parent/carer or relevant emergency contact.

Where appropriate, SNAP will also communicate with the referring School or other relevant professional.

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6. Persistent or Poor Attendance

SNAP recognises that poor attendance can be an indicator of wider difficulties.

Where attendance becomes a concern, SNAP will seek to understand the underlying reasons rather than simply focusing on the absence itself.

This may include consideration of:

- Emotional wellbeing
- Anxiety
- Emotional-based school avoidance
- Family circumstances
- Health needs
- Transport difficulties
- Social difficulties
- Behavioural needs
- Difficulties within the learning environment
- Peer relationships
- Other safeguarding or welfare concerns

SNAP may arrange meetings or discussions with the young person, parent/carer, School and relevant professionals to identify appropriate support.

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7. Lateness

Young people are expected to arrive at SNAP by **9:30am**.

Where a young person is going to be late, parents/carers should contact SNAP as soon as possible using:

07951 268442

Repeated lateness will be monitored as part of the young person's overall attendance.

Where lateness becomes a concern, SNAP will work with the young person and parent/carer to identify and address any barriers.

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8. Early Collection and Leaving SNAP

Young people should remain at SNAP until 2:00pm, unless an agreed alternative arrangement is in place.

If a young person needs to leave early due to illness, an appointment, an emergency or another agreed reason, parents/carers should inform SNAP as soon as possible.

SNAP will ensure that appropriate arrangements are in place before a young person leaves the provision.

Young people will not normally be permitted to leave independently unless this has been specifically agreed and appropriate arrangements are documented.

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9. Medical and Other Appointments

Where possible, medical, dental and other appointments should be arranged outside of SNAP attendance hours.

Where this is not possible, parents/carers should notify SNAP as early as possible and provide details of the expected collection and return times.

Appointments should not routinely be used as a reason for a young person to miss significant periods of their timetable.

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10. Communication with Parents/Carers

SNAP believes that positive communication with parents and carers is essential in supporting good attendance.

Parents/carers are expected to:

- Notify SNAP of absence before 9:00am.
- Provide an honest reason for absence.
- Keep SNAP updated where absence continues.
- Inform SNAP of any circumstances that may affect attendance.
- Work with SNAP to address attendance concerns.
- Ensure that agreed arrangements for arrival and collection are followed.

SNAP will:

- Record attendance accurately.
- Monitor attendance regularly.
- Follow up unexplained absences.
- Communicate concerns with parents/carers.
- Work with the young person to identify barriers to attendance.
- Liaise with the referring School and relevant professionals where appropriate.
- Provide attendance information and reports where required.

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11. Safeguarding and Unexplained Absence

Attendance is closely linked to safeguarding.

If a young person fails to attend SNAP without explanation, staff will make appropriate attempts to establish their whereabouts and ensure they are safe.

Where there are concerns regarding the young person's safety or welfare, SNAP will follow its Safeguarding Policy and may contact the parent/carer, School, emergency contacts or relevant external agencies.

Failure to attend without explanation may therefore result in safeguarding procedures being initiated where appropriate.

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12. Attendance Monitoring

SNAP will maintain an accurate register for every young person attending the provision.

Attendance will be monitored regularly and may be reported to:

- Parents/carers
- The referring School
- Local Authority representatives
- Social care
- Other relevant professionals

Attendance information may include:

- Present
- Authorised absence
- Unauthorised absence
- Late
- Medical absence
- Other agreed attendance codes

Attendance data will be used to identify patterns and ensure that appropriate support is provided.

13. Young Person's Views

SNAP recognises that young people should have an opportunity to express their views about their attendance and any barriers they may be experiencing.

Where attendance becomes a concern, staff will seek to understand the young person's perspective and involve them in identifying appropriate solutions.

This is particularly important where a young person is experiencing anxiety, emotional difficulties or other barriers to engagement.

14. Working in Partnership

SNAP will work collaboratively with parents/carers, Schools and relevant professionals to support attendance.

Where appropriate, this may include participation in:

- Team Around the Family meetings
- Child in Need meetings
- Child Protection meetings
- Annual reviews
- Education planning meetings
- Attendance meetings
- Multi-agency meetings

SNAP can provide attendance information, progress updates and reports to support these processes where appropriate.

15. Review of Attendance

Where attendance is consistently below expectations, SNAP may undertake an attendance review with the young person, parent/carer and referring School.

The purpose of the review will be to:

- Identify barriers to attendance.
- Understand the young person's views.
- Review the support currently in place.
- Agree realistic actions.
- Set attendance targets where appropriate.
- Monitor progress.

The aim will always be to support the young person to achieve improved and sustainable attendance.

16. Contact Details

SNAP Attendance Line

Telephone: 07951 268442

Normal attendance hours: 9:30am – 2:00pm

Absence must be reported before 9:00am on the day of absence.

Parents/carers are encouraged to contact SNAP as early as possible where they know their young person will not be attending.