



# ARK Attendance Policy- September 2025

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## Purpose

At ARK Alternative Provision, we believe that consistent attendance is fundamental to learner success. Our approach is rooted in ARK's core values: Aspiration, Resilience, Kindness, and a commitment to creating environments where learners feel safe, valued, and motivated to attend.

## Our Commitment to Attendance Culture

ARK staff and adults play a vital role in creating a culture and setting that learners want to attend. We do this by:

- Building strong, positive relationships with learners and their families.
- Creating engaging, supportive, and inclusive environments that reflect our values.
- Recognising and celebrating attendance milestones to encourage consistency.
- Understanding and addressing barriers to attendance with empathy and proactive support.

## Daily Attendance Procedures

To ensure clear communication and accountability:

- Check-ins with Responsible Adults: ARK staff will aim to check in with each learner's responsible adult before the start of each session to confirm attendance and wellbeing.
- Daily Attendance Lists: An attendance list will be emailed to each provider no later than 10:00 AM each day.
- Late Arrivals or Known Absences: In exceptional circumstances where learners may be late or have a known reason for not being onsite at the usual time, providers will be notified and updated regularly.

## **Positive Relationships as the Foundation**

We believe that positive relationships are a vital element of ARK's attendance culture. Every interaction is an opportunity to build trust, show care, and reinforce the importance of being present. Our staff are trained to:

- Greet learners warmly and consistently.
- Show genuine interest in their wellbeing.
- Communicate openly and respectfully with families and providers.

## **Monitoring and Support**

Attendance is monitored daily, and patterns of concern are addressed through:

- Early intervention and family engagement.
- Tailored support plans for learners facing challenges.
- Collaboration with external agencies where appropriate.

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