



Name of policy	Reviewed by	Signed	Date reviewed	Date for next review
Attendance	Jade Sloan		5/5/26	May 2027

## Blackbird Creative Arts Ltd Attendance Policy

### Introduction

Blackbird Creative Arts Ltd is committed to providing a nurturing and inspiring learning environment for all students. Attendance is a key factor in the success of our learners and helps to ensure that they can make the most of their creative education. This policy outlines the expectations and procedures for attendance, aiming to promote regular and punctual participation while being mindful of the unique circumstances of our students.

### 1. Purpose of the Attendance Policy

The purpose of this Attendance Policy is to:

- Ensure all students have access to and benefit from the full range of creative learning opportunities offered by Blackbird Creative Arts Ltd.
- Establish clear expectations for attendance and punctuality.
- Support students in overcoming barriers to attendance.
- Maintain an environment that promotes creativity and progress in a safe and supportive space.

### 2. Expectations for Attendance

- **Regular Attendance:** All students are expected to attend their scheduled sessions regularly. Attendance is critical for both personal growth and achieving academic progress.
- **Punctuality:** Students are expected to arrive on time for their sessions. Arriving late can disrupt the learning environment and the creative process.
- **Communication:** If a student is unable to attend due to illness, family emergency, or other reasons, they must inform Blackbird Creative Arts Ltd as soon as possible by calling or emailing the relevant staff.

### 3. Reporting Absences

- Students or parent/carers should notify Blackbird Creative Arts Ltd before 9am by phone or email if they know they will be absent.
- In cases of sudden illness or emergencies, the student or parent/carers must inform the staff as soon as reasonably possible.
- For any extended periods of absence (e.g., illness lasting more than a week), a medical note may be required to assist in re-engagement with the program.
- If a student fails to arrive and no notification has been received, we will notify the referring school immediately (usually within the first hour of the school day) of any unexplained absence so that safeguarding protocols can be triggered. If an unexplained absence raises a safeguarding concern, we will work with the referring school to inform children's social care and/or the student's social worker.

### 4. Supporting Student Attendance

We understand that students attending Blackbird Creative Arts Ltd may face unique challenges that impact their ability to attend regularly. We are committed to providing support, including:

- **Flexible Learning Options:** Where possible, we offer flexible learning options, including online participation or catch-up sessions.
- **One-to-One Support:** For students struggling with attendance, we offer one-to-one support to address any barriers, be they emotional, social, or academic.

### 5. Consequences of Poor Attendance

While we will work closely with students to address attendance concerns, regular attendance is crucial to a student's development. If attendance continues to be a concern, the following steps may be taken:

- **Initial Warning:** A meeting will be held with the student (and, if applicable, their parent/carers) and school (if relevant) to discuss the reasons for the absences and explore ways to improve attendance.
- **Continued Monitoring:** If the issue persists, the student's attendance will continue to be monitored, and a follow-up meeting may be scheduled.
- **Possible Termination of Placement:** In cases where attendance fails to improve despite ongoing support and meetings, Blackbird Creative Arts Ltd may consider ending the student's placement.
- **Children Missing Education (CME).** Before a placement is terminated for non-attendance, we will coordinate with the referring school and the Local Authority to ensure the child does not become a Child Missing Education.

## **6. Holidays and Planned Absences**

Any requests for planned absences or holidays must be directed to, and authorised by, the referring school or Local Authority, and Blackbird Creative Arts must be informed of the outcome. This allows us to make arrangements for missed work and ensure the student can catch up with any important lessons or projects.

## **7. Early Leave Policy**

Students are expected to remain in session for the full duration of their classes. If a student needs to leave early due to unforeseen circumstances, they must inform a staff member ahead of time. Any early departure should be discussed with staff to ensure it does not disrupt the learning process.

## **8. Reintegration after Absence**

If a student has been absent for a significant amount of time, Blackbird Creative Arts Ltd will ensure a smooth reintegration into the program. This may include:

- Providing a tailored catch-up plan to help the student cover missed material.
- Offering additional support to assist the student in catching up with their peers.
- Regular check-ins to track the student's progress.

## **9. Review and Monitoring**

Attendance records will be sent daily to the referring schools and Local Authorities to monitor trends, patterns, and possible areas of concern. Regular reports will be shared with referring schools & Local Authorities, including staff and, when appropriate, parent/carers. These reports will help us ensure that any patterns of absenteeism are identified early and that support can be provided.

## **10. Policy Review**

This policy will be reviewed annually to ensure that it remains effective and aligned with Blackbird Creative Arts Ltd's values and objectives. Adjustments will be made where necessary to ensure continued support for students and to promote a positive and creative learning environment.

## **Conclusion**

Regular attendance at Blackbird Creative Arts Ltd is essential for ensuring that all students have the opportunity to thrive in their creative education. We are committed to providing the support necessary to help students overcome any challenges they may face, and we will work with them to encourage consistent engagement with their learning journey.

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