

Nature Beanz Adventures Attendance Policy

DATE REVIEWED : MARCH 2025

NEXT REVIEW DUE: MARCH 2026

REVIEWED BY: GARETH JONES

1. Purpose

The purpose of this Attendance Policy is to ensure regular attendance by all students, as consistent participation is essential for personal development, learning, and achieving programme goals. Nature Beanz Adventures is committed to supporting students in maintaining regular attendance and to working with families and schools to address any attendance challenges.

2. Objectives

- To establish clear expectations for student attendance.
- To identify and address barriers to attendance.
- To promote a supportive environment where students understand the value of consistent participation.

3. Attendance Requirements

- **Minimum Attendance:** All students are expected to attend at least 90% of scheduled sessions unless prevented by legitimate circumstances, such as illness or family emergencies.
- **Punctuality:** Students are expected to arrive on time for all scheduled sessions and activities. Late arrivals disrupt the learning environment and are discouraged.
- **Absences:** Parents/guardians should notify Nature Beanz Adventures of any planned or unplanned absences as soon as possible.

4. Reporting and Notification of Absences

- **Unplanned Absences:** If a student cannot attend due to illness or an emergency, the parent/guardian must inform Nature Beanz Adventures by phone or email on the day of absence, preferably before the start of the session. Or the school if referrals are made via them
- **Planned Absences:** For known absences, such as family events or medical appointments, parents/guardians should notify Nature Beanz Adventures at least 3 days in advance.

- **Extended Absences:** If a student requires an extended absence, parents/guardians should discuss this with Nature Beanz Adventures staff to determine any impact on the student's participation and to plan any necessary support.

5. Recording Attendance

- Attendance is recorded at the start of each session.
- A register of attendance is maintained for each student and reviewed regularly. We will also share this with local authorities or schools if they are the refer
- Any lateness or absences are noted, and repeated absences may trigger an attendance review.

6. Promoting Good Attendance

Nature Beanz Adventures promotes good attendance by:

- Encouraging a positive, engaging learning environment where students feel motivated to attend.
- Regularly communicating with parents/guardians about the importance of attendance.
- Providing additional support for students who face challenges in maintaining regular attendance.

7. Addressing Attendance Issues

When attendance becomes a concern:

- **Initial Review:** If a student's attendance falls below 90%, staff will initiate a discussion with the student and parent/guardian to identify any issues.
- **Support Plan:** Nature Beanz Adventures may work with the student, parent/guardian, and any involved schools or support services to create an Attendance Support Plan tailored to the student's needs.
- **Escalation:** If attendance issues persist despite support, Nature Beanz Adventures may need to review the student's participation in the program and consider adjustments to ensure alignment with program goals.

8. Attendance Monitoring and Reporting

- Attendance is monitored weekly to identify patterns of absence or lateness.
- **Regular Reports:** Attendance records are shared with parents/guardians and partner schools on a regular basis, highlighting any concerns or improvements.

9. Roles and Responsibilities

- **Students:** Expected to attend sessions consistently and arrive on time, understanding the value of their participation.

- **Parents/Guardians:** Responsible for informing Nature Beanz Adventures of any absences and working with staff to address attendance issues.
- **Staff:** Responsible for recording attendance, monitoring patterns, communicating with families, and providing support for attendance-related issues.

10. Review of Attendance Policy

This policy is reviewed annually to ensure it remains effective and relevant to the needs of students and families participating in Nature Beanz Adventures.

Contact Information

For attendance-related questions or concerns, please contact:

- **Nature Beanz Adventures Office:** Gareth on info@naturebeanzadventures.co.uk