



Attendance Policy

September 2025

Purpose

This policy sets out boomsatsuma's expectations around student attendance and the steps taken to support students in maintaining consistent in-person engagement. Attendance is crucial to student success, wellbeing, and progress within our Post-16 programmes.

In-Person Attendance Requirement

All timetabled lessons, workshops, and sessions must be attended **in person**. boomsatsuma's curriculum is designed for face-to-face delivery, and remote attendance is not an option unless agreed in advance under exceptional circumstances.

Reporting Absence

If a student is unable to attend college, **a parent or guardian must contact the college by 9:00am** on the day of absence.

Absences should be reported via:

- Phone: 0117 9428429
- Email: attendance@boomsatsuma.com

The message must include:

- Student's full name
- Reason for absence
- Expected return date (if known)

Students cannot self-authorise absence.

Monitoring and Support

Heads of Department to monitor attendance and work with the wider support team to refer students to the relevant members of staff. Please refer to the Attendance Procedure.

Safeguarding Follow-up

If no contact has been made with a parent or guardian for **three consecutive days of absence**, a home visit will be carried out by members of the **Safeguarding Team** to ensure the student's safety and wellbeing.

Unauthorised Absences

Unexplained or unauthorised absences will be followed up. Ongoing poor attendance without valid reason may result in:

- Parent/carer meetings
- Loss of bursary support
- Risk to continuation on the programme

Punctuality

Students must arrive on time. Persistent lateness will be addressed by the Heads of department and may result in further intervention.

Planned Absences

Where possible, appointments should be arranged outside college hours. If a planned absence is unavoidable, it must be communicated in advance, with confirmation from a parent/guardian.

Support

We are committed to supporting students facing challenges that affect attendance. Parents, carers, or students are encouraged to speak to Heads of Department, Engagement Coordinators or the Pastoral Team for guidance.

Approval

Approved by; Beth Griffiths

Date; September 2025

Role; Head of Operations

Review date; September 2026