

Adventure Impact (AIm) Attendance Policy

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What Alm Offers

Alm offers specialist development programmes for vulnerable young people and those with additional needs, enabling them to discover their potential through outdoor learning.

We engage and challenge these young people using weekly sessions in outdoor activities such as archery, canoeing, kayaking, climbing, bushcraft, biking, and many more, encouraging them to grow in confidence and develop positive aspirations.

We aim to impact children and young people's lives by offering them regular programmes. We believe attending regular sessions at A+ will help to develop routines, independence, self-confidence and social skills.

Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all students must be placed on this register. This will also apply to the alternative provisions working in conjunction with schools and colleges where students are placed on their rolls.

The attendance register will be taken at the start of each session, one at 10am and another at 1pm. It will mark whether every student is:

- Present
- Authorised Absence
- Unauthorised Absence

Adventure Plus will email the referrer their student's attendance status by 11am or 2pm each day.

Each daily attendance register will be kept on the A+ computers for 1 year after the date on which the entry was made.

Students must arrive at A+ by 10am or 1pm on their planned days with A+.

Unplanned Absence

Parents/Carers/Schools must notify Adventure Plus of an unplanned absence (for example, if their child is unable to attend due to ill health) by 9am or 12pm on the students planned days as this is when our instructors leave to collect students.

Medical or Dental Appointments

Missing part of the planned day for a medical or dental appointment will be recorded as an authorised absence if notified at least 1 day in advance but wherever possible please try to make these appointments outside of the planned day. Unfortunately no refund can be made for pre-booked absences.

No Notification Absences

Adventure Plus will contact by telephone the parents/carers of any student who fails to arrive by 10:30am or 1:30pm on a planned day with Adventure Plus & ask for a reason.

For students who are collected, Adventure Plus will contact by telephone the parents/carers of any student failing to answer their door on planned days with Adventure Plus & ask for a reason.

This reasoning will be reported back to the referring school/organisation.

Reporting to Parents/Carers and Referrers

Adventure Plus will ensure that parents/carers and referrers are aware of their child's attendance using various means including telephone calls and emails.

Adventure Plus will request the relevant email address of the person responsible at the school for attendance data at the point of initial referral process.

The Alm Lead will always be available to discuss any concerns with you.

School Holidays/Inset Days

Alm will run sessions Monday - Friday during school term dates. The referring schools will need to make Adventure Plus aware of any inset days when agreeing planned days.

Referrals

All referrals to Alm should be directed to our email: aimlead@adventureplus.org.uk A referral will not be considered without an Adventure Plus referral form completed in full. This form can be found on our website: <https://www.adventureplus.org.uk/what-we-do/school-groups/sen-outdoors-learning-aim/>

Once this information is received, Adventure Plus will discuss if Alm is suitable for the referred student and if Alm has appropriate availability.

Adventure Plus will then arrange a meeting to do a site tour and to discuss the provision needed by the student. After this meeting Adventure Plus will agree with the referrer any intended outcomes and duration for this provision.

Adventure Plus will provide feedback to the School after each session on progress made by the pupil.

Please note: If following an agreement to make provision for a child, information comes to light which was not shared at the referral stage which impacts Adventure Plus ability to safeguard children and adults, or provide suitable provision for the child, the place may be revoked.