



Attendance Policy

2026

Statement of Policy

The aim of Integrating is to help and encourage members to develop key life skills such as confidence, friendship and the ability to interact with others. We also want members to develop emotional resilience and improved physical health. We believe attendance at Integrating activities leads to benefits for all members.

When members can't attend, it is important that Integrating staff are able to be supportive, but also deal effectively with non-attendance. This is explained when members join Integrating and this policy outlines the procedures for non-attendance.

Key Principles

Attendance is essential to the success of Integrating in terms of the social, emotional and physical benefits to members. Therefore, we offer membership to as many children and young people as we can accommodate with our current staff team.

However, we have a waiting list of children and young people wishing to join Integrating. Repeated, unexplained absences will deprive other children and young people on the waiting list of the opportunity to join Integrating. It can also have a detrimental effect on our current members' personal development. It creates problems for staffing, group sizes, activities and often the cost.

We are aware that many of our members are involved with other short break services, so we request that members commit to our attendance requirements.

We acknowledge there may be unavoidable circumstances (e.g. sickness) preventing members from attending. Team Leaders should be alerted to a member's absence and reason for it as soon as possible.

Repeated absence may mean members need to relinquish their membership (see Annex 1).

Signed:

Date: 01.12.25

Review date: 01.11.26

Annex 1: Non-attendance procedure

