



WORKS 4 U

Attendance Policy

Works4U recognises that the majority of students undertaking our programme have Educational Health Care Plans (EHCPs) and may have significant health support needs, which may result in irregular attendance or high levels of absence. However, we also recognise the importance of maintaining maximum attendance and engagement. To support this, we commit to providing appropriate levels of support to families, carers, and learners to ensure that attendance is actively monitored and maintained.

Responsibility for Attendance It is everyone's responsibility to support learners in attending college every day. This includes the college, staff, families, and carers.

College Procedure

- All students are required to sign in and out of the centre each day at the appropriate site location they are attending.
- Tutors will inform the main site reception by 10:00 AM of attendances and absences, providing full reasons for any absences.
- Where the reason for absence is known (i.e., Authorised Absence), the reason will be entered and recorded on the college system, **Compass**, within the Attendance tab.
- If no explanation for absence is given, the receptionist will contact the parent/carer to obtain an explanation.
- The calls for each learner/parent/carer will be documented and recorded on **Compass** within the Contacts tab, which will include the reason for absence.
- If a learner has been absent for two consecutive days with no reason provided, or if the reason provided raises concerns, the learner's key worker will be notified, and a home visit will be arranged.
- If concerns about attendance continue, or if attendance does not improve, the **Designated Safeguarding Lead (DSL)** will be notified, and in most cases, an EHCP review will be arranged. The review will involve key professionals, including the social worker, parents/carers, and local education authorities.
- At all stages, every effort will be made to identify the underlying reasons for non-attendance and determine any additional support or interventions required to re-engage the learner.

This policy aligns with the latest SEN educational guidance and KCSIE regulations, ensuring that we offer every opportunity for students to access education and remain engaged in their learning.

Attendance Flowchart

