



WORKS 4 U

Attendance Policy

Works4U recognises that the majority of students undertaking our programme have Educational Health Care Plans and may have significant health support needs which may result in irregular attendance or high levels of absence. However, we recognise the need for maximum monitoring and appropriate levels of support to families/carers and learners to maintain attendance and engagement.

It is everyone's responsibility to support learners to attend college every day.

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 10:00am of attendances and absences that morning and give full reasons of any absences.
- Where the reason for absence is known, i.e., Authorised Absence, the reason will then be entered and recorded on the college system, School Pod within the Attendance tab.
- Where no explanations of absences are given, the receptionist will then contact the parents/carers for an explanation/reason for absence.
- The calls for each learner/parent/carer will be typed up and recorded on School Pod within the Contacts tab which will include the reasons of absence.
- In instances where there has been no reason for 2 days of absence or a reason raises concerns, the learners key worker will be notified and a home visit will then be arranged.
- In circumstances where the Keyworker has continuing concerns or the attendance has not improved a cause for concern will be emailed to the Designated Safeguarding lead who will then, in most cases, arrange an EHCP review with any professional key players i.e., Social Worker, parents/carers, Local Education Agencies.
- At all stages, a full attempt will be made to identify the prime reasons for non-attendance and any additional support needed to re-engage learner.