



Derby City Council



Learner attendance and absence policy

Version: 1.0

Review requirements: Every 3 years or following significant policy or legislative change

Date of next review: March 2028

Approval Body: Transition2 Senior Leadership Team

Publication Date: March 2025

1. About this Policy

1.1 Effective learning depends on high levels of attendance. This policy and supporting procedures are designed to support the maintenance of high level of attendance and to provide a fair and transparent system for dealing with learners' absence that may arise.

1.2 Transition2 will actively encourage learners to maintain a high level of attendance through day to day learning activities at Transition2, in external workplaces, the community and other communications.

1.3 This policy seeks to ensure that each learner has the best possible opportunity to access learning (including therapy), ensuring progress towards their individual learning outcomes. The policy also seeks to ensure learners are safe, as per Keeping Children Safe In Education guidance, through the recording and tracking of learners' attendance, identifying the need for action where required.

2. Scope

2.1 This policy applies to all learners enrolled on all courses with Transition2.

3. Statement

3.1 It is expected that Transition2 staff will work with learners and their families and carers to promote high levels of attendance at college. Staff will ensure accurate information in relation to term dates are shared in a timely manner. Attendance thresholds are as follows:

- 96% or higher - Good attendance
- 90% to 95% - Satisfactory attendance
- 51% to 89% - Persistently absent
- Below 50% - Severely absent

3.2 Learner attendance will be recorded by Transition2 staff on Arbor and monitored through the college management information reviews. Individual learner attendance will be monitored by SLT and where concerns in relation to an individual learner's attendance are identified, the SLT or a Pastoral Team member will discuss this with the learner and/or their parents/carers, SEND Officer and/or Adult Social Care worker. Concerns may include patterns of absence and/or total number of days absent.

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3.3 Absences may be a planned or may be an unexpected absence. Learners, families and/or carers should provide a reasonable period of notice for planned absences so that the appropriate procedure is followed and the decision in relation to authorising absence can be considered. Individual requests for authorised planned absences should be made through the Pastoral Team or Administrative Manager. Unexpected absences, due to ill health will be recorded as authorised absences.

3.4 A learner's absence from college will be considered as either an authorised or an unauthorised absence. Each individual absence and the learner-specific circumstances will be considered when determining whether an absence is authorised or unauthorised. The decision will be made by SLT. Authorised absences may include a family emergency, exceptional circumstances and medical appointments. The impact on a learner's learning at college and the potential learning opportunities related to the absence will also be considered when making the decision. The learner, parents and/or carers will be made aware of the impact on the learner's learning and future funding of any absence. Transition2 has a responsibility to notify the funding LA of all absences. If a particular type of absence has been previously authorised, it does not guarantee that the same type of absence will be authorised in the future. The learner, parents and/or carers will be informed by letter/email of the decision to authorise, or not, any planned absences.

3.5 All unexpected absences will be followed up within two hours of expected arrival. Where unexpected absences cannot be explained, guidance is to be immediately sought from the safeguarding team. The Safeguarding Policy protocols will then be followed.

3.6 Transition2 recognises that due to learners' complex health needs, attendance may be variable for learners and all staff will work with learners and their families and carers to promote the good health of learners.

3.7 Significantly low attendance, which is not as a result of medical needs or exceptional circumstances, will result in a meeting or series of meetings with Transition2 SLT, learner, parent/carers and/or Adult Social Care worker. Steps to improve attendance will be discussed and an action plan will be agreed whereby future attendance will be closely monitored for improvement. If attendance does not improve, the placement will be reviewed and potentially discontinued. SLT will liaise with the LA to off roll the learner.

3.8 All college staff are responsible for supporting learners to promote good attendance and to report to their line manager any concerns about a learner's attendance. The responsibility for authorising absences remains with SLT.

3.9 Information and advice regarding this policy can be sought from SLT.

3.10 Information regarding this policy is available to all staff on the college shared drive.

3.11 The expectations of attendance, the support available and the procedures that could be taken by the college under this policy, will be explained to learners and families by their Keyworker, class teachers/learning facilitators or equivalent during induction and as and when required.

4. Relationship with other policies / position statements

- Safeguarding and Prevent Policy

- Learner agreement

- KCSIE

5. Review

5.1 This policy will be reviewed every three years by SLT

Head of Service, Transition2, March 2025

Next review date March 2028