

PL6 Learning Hub Attendance Policy

Approved by: Western Education Solutions Ltd

Applies to: All learners, parents/carers, staff, and external agencies

Designated Safeguarding Lead (DSL): Greg Western

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Purpose

Regular attendance and punctuality are essential for learners to make consistent academic and social progress. PL6 Learning Hub recognises that many of our learners may have faced barriers to attendance in mainstream settings and therefore aims to balance high expectations with flexibility, empathy, and clear communication.

This policy sets out the procedures for reporting absences, managing attendance, and maintaining safeguarding oversight for all learners registered with PL6 Learning Hub.

2. Aims

- To promote consistent attendance and punctuality across all groups and sessions.
- To work in partnership with parents, carers, and referring agencies to identify and address barriers to attendance.
- To ensure attendance information is accurately recorded on the PL6 daily register and monitored by staff.
- To safeguard learners by ensuring absence is always accounted for.

3. Attendance Expectations

- All learners are expected to attend all scheduled sessions on time.
- If a learner is unable to attend due to illness, family emergency, or unavoidable circumstances, parents/carers must inform PL6 Learning Hub at least 24 hours before the session wherever possible.
- If a learner becomes unwell on the day of the session, notification must be made before the scheduled start time via text, phone, or email.
- Failure to notify the hub within 24 hours may result in the session being charged in full unless prior agreement is made.

4. 24-Hour Notice Rule

- PL6 operates a 24-hour cancellation and attendance notice policy.
- This rule ensures that staffing, room preparation, and safeguarding records can be adjusted safely and efficiently.
- If less than 24 hours' notice is given, the session will be recorded as unauthorised and charged in full unless supported by medical or professional evidence.
- Persistent short-notice cancellations will trigger a review meeting between the parent/carer and the DSL to assess ongoing suitability and support needs.

5. Reporting Absence

Parents/carers should notify the Hub by contacting:

■ greg@pl6learninghub.co.uk

■ 07954 653919

Please include:

- Learner's full name
- Date and time of the missed session
- Reason for absence
- Expected date of return (if known)

All absences are logged on the PL6 daily register and recorded on CPOMS under the "Attendance" category, ensuring safeguarding visibility and trend monitoring.

6. Monitoring Attendance

- The PL6 daily register is completed at the start of each session.
- Registers are checked daily by the DSL or a nominated safeguarding lead to confirm attendance and punctuality.
- Concerns or emerging patterns (e.g., repeated lateness or frequent absences) are reviewed at weekly safeguarding meetings.
- The DSL may contact parents, carers, or referring agencies to discuss attendance concerns.
- Persistent non-attendance may result in a review with the commissioning body (e.g., EOTAS, school, or local authority).

7. Authorised and Unauthorised Absences

Authorised absences include:

- Illness (supported by parental contact)
- Medical or therapeutic appointments (with evidence)
- Family bereavement
- Pre-agreed absences (approved by the DSL)

Unauthorised absences include:

- Failure to notify PL6 Learning Hub within 24 hours
- Non-medical absences without prior agreement
- Repeated short-notice cancellations
- Unexplained absences without communication

8. Late Pick-Up

- All pick-ups must be punctual to maintain safeguarding standards and ensure the smooth running of sessions.
- Due to the nature of PL6 Learning Hub's work and staffing structure, late collection can affect the safety, supervision, and preparation for subsequent sessions.
- A 10-minute grace period is permitted after the scheduled finish time.
- If a child is collected more than 10 minutes late, a charge equivalent to one additional hour's session fee may be applied to cover staffing and supervision costs.
- Persistent late collections may trigger a review meeting or, in serious cases, lead to the learner's

removal from the programme if safeguarding or operational impact is significant.

9. Safeguarding Considerations

If a learner does not attend and no contact is made, the DSL will:

1. Attempt to contact the parent/carer immediately.
2. If no response is received within a reasonable timeframe, escalate the concern via CPOMS.
3. Contact the referring agency or local authority if appropriate.
4. Consider welfare or home-visit procedures if safeguarding concerns arise.

If a child is not collected and staff are unable to contact the parent or emergency contacts, the DSL will follow safeguarding procedures and, if necessary, contact Plymouth Children's Social Care or the police.

10. Partnership Working

PL6 Learning Hub works collaboratively with parents, carers, schools, and local authorities to support learners whose attendance is affected by anxiety, SEN, or health issues. Reasonable adjustments and flexible timetables may be arranged through individual learning plans, ensuring inclusion without compromising safeguarding standards.

11. Review

- The DSL (Greg Western) will review attendance data termly to identify trends or issues.
- This policy will be reviewed annually or sooner if operational changes or legislation updates occur.

Signed:

Greg Western

Designated Safeguarding Lead

PL6 Learning Hub

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