



Horserenity CIC

Learner Attendance Policy

Date of Issue: 02.12.2025

Review Date: 01.12.2025

Produced by Dan Vivian

Reviewed by Sarah Vivian

1. Introduction

Horserenity CIC is committed to ensuring that all learners—particularly children and young adults—benefit from consistent engagement in equine-facilitated learning (EFL) sessions. Regular attendance supports emotional wellbeing, learning outcomes, relationship-building, and safety, particularly for vulnerable learners.

This policy outlines expectations, procedures, and responsibilities relating to learner attendance.

2. Purpose

The aims of this policy are to:

- Promote consistent attendance for all learners.
- Safeguard children and young adults by ensuring that absences are monitored.
- Provide clear guidance for staff, carers, and learners regarding attendance responsibilities.
- Establish protocols for recording, monitoring, and following up on absences.
- Support inclusion and equitable access for children with additional needs or in care.

3. Scope

This policy applies to:

- All children, young adults, and vulnerable learners attending Horserenity CIC sessions.
- Staff, volunteers, and trustees involved in session delivery and administration.
- Parents, carers, social workers, and other professionals responsible for learners.

4. Principles

Horserenity CIC will:

- Treat regular attendance as integral to learner wellbeing and safeguarding.
- Monitor attendance consistently and accurately.
- Maintain transparent communication with parents, carers, and social workers.
- Support learners experiencing barriers to attendance, including health, transport, or care-related issues.
- Ensure attendance records are maintained in line with GDPR.

5. Expectations of Learners

Learners are expected to:

- Attend sessions at the agreed time.
- Arrive punctually, prepared, and ready to engage safely.
- Inform staff or carers in advance if they are unable to attend.
- Follow safety instructions and centre rules during sessions.

For children in care or vulnerable learners, carers or social workers are responsible for notifying the centre of absences.

6. Responsibilities of Staff and Volunteers

Staff and volunteers must:

- Record attendance at the start of every session.
- Monitor arrival and departure times.
- Follow up promptly on unexplained absences.
- Liaise with the Designated Safeguarding Lead (DSL) for concerns regarding attendance patterns.
- Maintain records securely in line with data protection law.
- Supply attendance information as required by relevant funders and the Local Authority.

7. Responsibilities of Parents, Carers, and Social Workers

Parents, carers, and social workers are expected to:

- Ensure learners attend scheduled sessions regularly.
- Notify the centre in advance of absences, cancellations, or transport issues.
- Communicate any health, behavioural, or safeguarding concerns affecting attendance.
- Support learners' engagement with activities in a consistent and predictable manner.

8. Recording Attendance

Attendance will be recorded using a secure, accurate system that includes:

- Learner name
- Date and time of arrival and departure
- Reason for absence (where provided)
- Staff member recording attendance
- Notes on any concerns or incidents

Records must be updated promptly after each session.

9. Monitoring and Follow-Up

Horserenity CIC will:

- Monitor attendance patterns for all learners.
- Identify persistent lateness, unexplained absences, or irregular attendance.
- Contact parents, carers, or social workers to discuss concerns.
- Escalate safeguarding concerns to the DSL or external agencies as appropriate.

10. Absences

10.1 Planned Absences

- Parents/carers must inform the centre in advance of planned absences (e.g., medical appointments, holidays).
- Staff may record these absences as "authorised" in attendance registers.

10.2 Unplanned Absences

- For unexpected absences, parents/carers or social workers should contact the centre as soon as possible.
- If a child is absent without explanation, the centre will attempt to make contact promptly.
- Persistent unplanned absences may trigger a safeguarding review, particularly for children in care or vulnerable learners.

11. Safeguarding Considerations

Attendance is a **key safeguarding measure**. Unexplained or persistent absences may indicate risk or neglect. Horserenity CIC will:

- Notify the DSL immediately if a child's absence raises safeguarding concerns.
- Follow local safeguarding procedures, including contacting the child's social worker or local authority.
- Maintain detailed records of follow-up actions.

12. Supporting Learners with Barriers to Attendance

Horserenity CIC recognises that some learners may face barriers, including:

- Emotional or behavioural difficulties
- Health conditions
- Transport issues
- Placement or care instability

The centre will:

- Work collaboratively with carers, social workers, and schools to support attendance.
- Provide flexible scheduling or alternative arrangements where possible.
- Monitor engagement and progress to ensure inclusion.

13. Communication

Attendance communication includes:

- **Daily/Session-level:** Recording arrival/departure and any incidents.
- **Weekly/Monthly:** Reporting to parents, carers, local authorities and relevant professionals if requested.
- **Concerns:** Immediate notification to DSL and carers/social workers when attendance patterns suggest risk.

14. Roles and Responsibilities

Role	Responsibility
Staff & Volunteers	Record attendance, monitor patterns, raise concerns, maintain communication
Designated Safeguarding Lead (DSL)	Review attendance records, escalate safeguarding concerns, liaise with external agencies
Parents/Carers/Social Workers	Ensure learners attend, notify absences, support engagement
Directors	Ensure policy oversight, compliance, and annual review

15. Data Protection

Attendance records will be:

- Stored securely
- Accessed only by authorised personnel
- Retained according to GDPR and organisational data retention schedules

16. Policy Breaches

Failure to follow attendance procedures may result in:

- Corrective measures for staff (training, supervision)
- Escalation of safeguarding concerns
- Review of learner participation arrangements
- Reporting to external agencies where necessary

17. Review of Policy

This policy will be reviewed annually or earlier if:

- Legislation or statutory guidance changes
- Safeguarding incidents or operational learning indicate the need
- Feedback from learners, carers, or staff requires amendments