



# **Horserenity CIC**

## **Learner Attendance Policy**

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### **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

<b>Role</b>	<b>Responsibility</b>
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