

CE004 - Policy on Attendance, Transfers and Withdrawals (Students)

Review Date	Ratified Date	Next Planned Review
12.02.2025		March 2028

Directorate (Indicate which applies by ticking the appropriate box)								
General	Human Resources	Finance	College	ACC	Community Services	Housing & Support	Fundraising	Marketing
			X					

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Ratified by	College SLT

Reason for this Review	Out of date, review required
Were changes made?	Yes
Summary of changes	Review date and next planned review General tidy up and change of some wording to make clearer and more understandable. Update to job titles.
Relevant Legislation	The Human Rights Act 1998 Equality Act 2010 The Care Act 2014 Mental Health Act 1983 (amended 2007) Keeping Children Safe in Education 2021 Safeguarding Vulnerable Groups Act 2006 Working Together to Safeguarding Children 2018

Underpinning Knowledge – What have we used to ensure the policy is current	Equality and diversity knowledge, safeguarding and College policies
Equality Impact Completed	See Appendix One
Suggested Action	Disseminate to staff

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AIMS

To ensure that students' attendance, retention and punctuality are effectively monitored to limit any effect on achievement by:

- 1 Providing an effective system to respond promptly, and within the LA contract
- 2 Identifying students 'at risk' and mitigating through effective risk management
- 3 Centralising processes to ensure accurate and timely information is made available to the senior leadership team (SLT)
- 4 Providing clear guidance to ALL College Staff as to their responsibilities including the appropriate management of staffing levels and the provision for remote support to maximise progress during any extended absence
- 5 Providing clear guidance to students and families about the importance of high levels of attendance and the arrangements for requests for exceptional term-time leave.
- 6 To ensure appropriate mechanisms to support students during a period of absence are in place and appropriate measures taken to mitigate against student withdrawals.
- 7 To ensure funding agencies are provided appropriate and timely information and the financial implications are in scope for consideration

Related docs / legislation:

College Code of Conduct;
College Mission and Values.

1 Information to students and staff

- 1.1 All students and staff will be made aware of expectations set for attendance both in the residencies and College. Students and staff should endeavour to attend all College sessions promptly as agreed and inform session/activity leaders in advance of any delays in attendance or to punctuality.
- 1.2 Students who attend in excess of 90% of the maximum possible make the most progress. Students whose attendance falls below 90% are at risk of not completing.

- 1.3 Students who are absent for more than two weeks will be alerted to their home local authority.
- 1.4 All students have a designated Tutor and Care Lead / Deputy Care Lead who must be made aware of student absence at the earlier opportunity.

2 Monitoring System for Attendance and Retention

- 2.1 Session leaders 'mark' registers for all student timetabled activities and ensure the data is entered onto Databridge in a timely way. The system records all absences, punctuality and reasons for absence. The extended curriculum activities and leisure programme activities also record student attendance in a similar format.
- 2.2 Session Leaders registers also act as a Fire Register in case of emergency evacuation.
- 2.3 Where possible the MIS team enters the data onto Databridge in advance of any absence and revises staffing arrangements accordingly. Amendments from class registers around unplanned absence are also undertaken daily.
- 2.4 The MIS team provide a monthly attendance report, annotated with any specific student circumstance. This information should be considered data-sensitive. Monthly reports are compared to previous year trend data for parity and benchmarking. Half and full term reports are produced for SLT monitoring.
- 2.5 The Residential teams under the direction of their Care Lead are expected to maintain an occupancy list against which an accurate record is maintained in place of a Fire Register. This should include 7 night, 4 night and other regular residents, along with occasional residents through respite or other arrangements.
- 2.6 The College Residence Manager will provide a monthly occupancy report against residential students by house. Half term, termly and annual reports will also be kept.
- 2.7 The Head of Care will report on residential absence through SLT meetings on a monthly basis and half termly for SLT.
- 2.8 Reasons for absence will be report and a log maintained by the Head of Care to consider trends and in the prevention of the spread of infection.

3 Procedure for student absence – Internal

- 3.1 Session Leaders, Care Leads or Deputy Care Leads will inform the MIS Team in advance (where possible) on each day or period of absence. Tutors and Care Leads will ensure central records reflect the reasons for absence.
- 3.2 Tutors, Care Leads and Deputy Care Leads will ensure staffing levels are adjusted for efficient, high quality support
- 3.3 Any absence lasting more than 2 weeks is reported directly to the appropriate Director by the MIS Officer and to agree communications with funders along with any arrangements for remote learning and support.

4 Procedure for Monitoring Punctuality

- 4.1 Students are expected to arrive in time for the start of each session. Appropriate steps to challenge patterns of lateness may include discussion with residential teams, contact with transport providers and families.
- 4.2 Individuals with particular or specific arrangements or needs should have exemption arrangements clearly articulated within their documentation and in session plans.
- 4.3 Session Leaders should raise concerns around punctuality with the relevant Care Leads who will be responsible to investigate and address any issues appropriately. Tutors should be kept informed of ongoing issues affecting punctuality. Where the review process fails to improve punctuality, an alert should be made to members of SLT.
- 4.4 Data regarding punctuality will be monitored by SLT and reported appropriately to the Governance Committee.

5 Procedure for withdrawal and transfers

- 5.1 During the baseline assessment period (within 6 weeks of starting College) the College reserves the right to recommend the transfer of a student from one course to another. The Transfer form should be complete to include withdrawal from their existing Starter Group and Programme Area and transfer to the receiving Tutor and Programme Area.
- 5.2 Where a student is deemed to be withdrawn (either on conduct or other reason), the Withdrawal and Transfer Form should be

completed by the Tutor and approved by the SLT and shared with the Transitions Manager, the MIS Officer and Care Lead.

- 5.3 Regardless of the reason for withdrawal, the College will coordinate the meeting of key stakeholders to determine the next steps for the student and support transition arrangements where possible.
- 5.4 The MIS Officer updates Databridge with the end date and notifies the Finance Manager of the withdrawal. The Withdrawal and Transfer Form will be used to inform the process to appropriately report the withdrawal to the ESFA, the Local Authority and any other funding body. The MIS Manager will complete a withdrawal form with reasons and destination for ESFA audit purposes.
- 5.5 Withdrawals will also inform re-profiling of budgets, based on agreed calculations. The Fees Comparison for the current student year will be updated monthly accordingly, and changes highlighted.

6 Procedure for Exceptional Leave requests

- 6.1 From time to time, families may make requests for exceptional leave during term-time.
- 6.2 The College makes families aware, through the Starter Pack, that such applications are not encouraged as they detract from the student experience.
- 6.3 All requests for occasional absences, which should be made in writing or by completing a Request for Term Time Absence form, are referred to the Deputy Director for permission.
- 6.4 The outcome of the approvals process will be advised to the Tutor, Care Lead and MIS Officer and adjustments to staffing levels planned and any requests to complete homework agreed. The Administration Manager will communicate formal approval to the family in writing.
- 6.5 The absence is recorded on the register as 'Authorised Absence'.
- 6.6 Occasional absence / home leave is reported to SLT.

REQUEST FOR TERM TIME ABSENCE FORM

Name of Student:	Residential / Day Team Leader:
Dates of leave applied for (inclusive)	
Reason for request for leave	
Contact name during leave:	
Contact telephone number:	
Risk Assessment completed Yes / No (if appropriate)	
Leave Request noted by Care Lead	
Signature	
Leave Approved Yes / No	
Signature Date	
Deputy Director	
Leave confirmed with:	
Tutor:	
Care Lead:	
Lead Therapists:	
MIS:	

Note: all requests for Home Leave must be approved by the SLT before they take place.

PERMANENT WITHDRAWAL FORM

Section 1: Student details

Surname: First name:

Date of birth:

Date started College: Last date of attendance:

Section 2: Reasons for withdrawal

Health ☐ Behaviour ☐ Deceased ☐

Family reasons ☐ Other reasons ☐

Please give any supporting information:

Signature: Date:

Print: Position: Principal

Section 3: Finance

EFA	Planned £	Actual £	Deficit £
Element 1			
Element 2			
Element 3			

For Office Use only – distribution to:

MIS ☐ Finance ☐ Tutor ☐

EIA Form

Question	Response
Name of policy	Attendance, Transfers and Withdrawals Policy
Summary of aims and objectives of the policy	The policy will detail: • Explain the Admissions process • Link to the pre-assessment procedures • Explain why we need specific information
What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	General update, plus review by Deputy Director of Care, Clinical and Assessments and the Assessment Lead, to ensure the two policies match.
Who is affected by the policy	All students, staff, volunteers and visitors at Henshaws Specialist College
What are the arrangements for monitoring and reviewing the actual impact of the policy	This policy is to be reviewed every 3 years or unless the Pre-Assessment process significantly changes.

Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)/Lead/Timescale
Disability	Negative	Potential negative impact if the training and information was not made accessible.	All reasonable adjustments will be made in the presentation of information and the delivery of training to be as individualised and inclusive as possible
Gender reassignment	No adverse impact expected		

Marriage or civil partnership	No adverse impact expected		
Pregnancy & Maternity	No adverse impact expected		
Race	No adverse impact expected		
Religion or belief	No adverse impact expected		
Sexual orientation	No adverse impact expected		
Sex (gender)	No adverse impact expected		
Age	No adverse impact expected		

Question	Explanation/Justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	This policy has been written in conjunction with a wide range of evidence based literature and practice that has been designed to follow similar core values to our organisation, and as such we are being mindful.	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .		
2. Stop the policy or practice at some point because the data shows		

bias towards one or more groups		
3. Adapt or change the policy in a way which you think will eliminate the bias	X ✓	All policies and procedures will be adapted to meet a member of staff's reasonable access requirements
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		

Name of Responsible Manager	Title Responsible Manager	Date completed
Naomi Parish	Education Lead	12/02/2025