

Learner Attendance Policy

Academic Year 20254/26

This is linked to the ESFA Funding Guidance

[Advice: funding rules for 16 to 19 provision 2025 to 2026 - GOV.UK](https://www.gov.uk/guidance/esfa-funding-guidance-2025-to-2026)

Refer to Annex B of guidance document Withdrawals and Transfers

- A learner must be 16 or over on the 31st August of the academic year (31st August 2025)
- Full-time: 640 hours or more for 16- to 17-year-olds, or 580 hours or more for those aged 18 and older
- PLC deliver 25 hours per week 35 weeks per year which is 875 hours
- Lunch break cannot be classed as learning hours
- A learner must attend for their programme agreed hours, this is recorded on the Attendance Register
- After three weeks of continuous and unexplained absence an Interim EHCP review meeting must be held to discuss and manage the learning
- If after the review meeting the learner does not attend and it becomes an absence of least 4 continuous weeks (28 days) excluding holidays and there are no extenuating circumstances, they are deemed as leaving the programme and will be withdrawn from the date of the last day of learning
- Exceptions may be made due to long periods of illness when a break in learning may be applied
- A learner must be considered to have withdrawn from programme where they are known to have made the decision to withdraw from the programme
- This is unless there is auditable evidence of an intention to return
- Compliance evidence includes a learner's letter or formal internal notes such as EHCP meeting, tutorial reports, contracts of behaviour or personal action plans
- Withdrawals must be actioned in a timely manner, and where a learner has not been withdrawn but has been absent for more than 4 weeks, there must be auditable evidence of an intention to return
- Learners should be encouraged to attend the whole term, but it is recognised that on occasions holidays may be taken, these should be agreed with the Hub Coordinator in advance of taking leave