

Attendance and Engagement Policy for Learners and Participants

Policy Statement

Social Enterprise Kent CIC (SEK) is committed to supporting learners and participants to achieve their goals and successfully complete their programme.

Regular attendance, punctuality and active participation are important for:

- developing skills and confidence,
- progressing towards employment or further learning,
- and gaining the full benefit of the programme.

We recognise that people may sometimes experience circumstances that affect attendance and we encourage learners and participants to communicate with us so that appropriate support can be provided.

Purpose

This policy explains:

- attendance and participation expectations,
- learner and participant responsibilities,
- how attendance is monitored,
- and the support available where attendance difficulties arise.

Who This Policy Applies to

This policy applies to all learners and participants attending SEK programmes, training, employability activities and support services, including:

- face-to-face delivery,
- online learning,
- coaching and mentoring sessions,
- workshops,
- and employer-related activities where applicable.

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Attendance Expectations

Learners and participants are expected to:

- attend scheduled sessions regularly and on time,
- participate positively in learning and programme activities,
- notify SEK as soon as possible if unable to attend,
- engage with catch-up activities where sessions are missed,
- and communicate with staff if support is needed.

Regular attendance supports successful progression and helps learners gain the full benefit of their programme.

Punctuality

Arriving on time helps sessions run effectively and minimises disruption for others.

If a learner or participant expects to be late or absent, they should notify the appropriate member of staff as soon as possible.

Support for Attendance Difficulties

SEK understands that circumstances such as:

- illness,
- caring responsibilities,
- wellbeing or mental health concerns,
- work commitments,
- transport difficulties,
- or personal circumstances that may affect attendance at times.

Where difficulties arise, SEK will aim to:

- discuss concerns supportively,
- identify barriers to participation,
- explore reasonable adjustments where appropriate,
- and agree suitable support or action plans.

Learners and participants are encouraged to speak to staff as early as possible if they are struggling to attend.

Authorised Absence

Examples of authorised absence may include:

- illness or medical appointments,
- bereavement,
- religious observance,
- interviews,

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- emergencies,
- jury service,
- or other agreed exceptional circumstances.

Where possible, absences should be communicated in advance.

Monitoring Attendance

SEK monitors attendance and participation to help:

- support learner progress,
- identify concerns early,
- and ensure learners remain engaged with their programme.

Where attendance becomes a concern, staff may:

- contact the learner or participant,
- arrange a support discussion,
- agree catch-up activities,
- or review ongoing participation arrangements.

Persistent non-attendance

If attendance remains low and communication is not maintained, SEK may review whether the learner or participant is able to continue the programme.

Any decisions relating to continued participation will:

- be discussed with the individual where possible,
- consider individual circumstances,
- and follow appropriate SEK procedures.

Programme Funding and Participation Requirements

Some SEK programmes are funded or subsidised and may include specific attendance, participation or completion requirements.

Where training is funded by an employer, grant or external funding arrangement, learners and participants may be required to:

- attend and engage with scheduled activities,
- complete agreed learning and monitoring requirements,
- maintain regular communication with SEK,
- and meet minimum participation expectations outlined within learner or employer agreements.

Where attendance, engagement or participation falls significantly below expected levels, and reasonable support measures have been unsuccessful, learners or participants may:

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- be at risk of removal from the programme,
- lose access to funded support,
- or become subject to charges in line with programme, learner or employer agreements.

Any applicable fees, charges or participation requirements will be explained clearly before enrolment or programme commencement.

Learner and Participant Responsibilities

Learners and participants are expected to:

- communicate promptly regarding absences,
- engage positively with learning activities,
- complete agreed work or actions where relevant,
- and notify SEK of any changes that may affect participation.

SEK Responsibilities

SEK will:

- communicate attendance expectations clearly,
- monitor attendance fairly and consistently,
- provide support where possible,
- maintain accurate attendance records,
- and promote positive participation and wellbeing.

Related Policies

This policy should be read alongside:

- Learner and Participant Charter
- Safeguarding and Prevent Policy
- Equality, Diversity, Inclusion and Belonging Policy
- Complaints Policy
- Additional Learning Support Policy

Policy Review

This policy will be reviewed regularly to ensure it remains supportive, fair and aligned with good practice.

Signed:



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Rebecca Smith (Chief Executive Officer)

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