

 Incorporating Bromley Scope	Version	2
	Date Ratified	11 th September 2025
	Date for Review	1 st September 2026
	Ratified by	Senior Management Team

Bromley Mencap Training Centre Attendance Statement

Bromley Mencap Training Centre recognises that regular attendance is essential if learners are to achieve their full potential and benefit from their course and studies. Regular attendance enables learners to maximise the educational opportunities available to them and become more emotionally resilient, confident, and competent as they progress onto further study, employment or work experience.

The Training Centre values all learners and will work with the learner, their families and guardians or wider nominated professionals to identify the reasons for low attendance and try to resolve any barriers with a support plan.

Registers are done on a day-to-day basis in the morning and afternoon. This is recorded on Charity Log and an overview attendance tracker. The monitoring of attendance falls with the Training Centre Curriculum and Quality Manager, administrated by the Training Centre Administrator. Learners are marked as:

- Present – they have attended the lesson or session
- Late – they attended but arrived late
- Absent – they have not attended the lesson or session, without any reason
- Excused – they have not attended the lesson or session, but with reason such as appointment, ill-health, planned external visit or excluded.

Parents or guardians should advise the Training Centre by email, telephone or text by 10am on the first day of absence and provide the Training Centre with the reason and where possible an expected date of return. If a learner is identified as absent, without any contact, their parent or guardian will be contacted as soon as possible to establish any reason.

All staff actively encourage attendance and promote the benefits of this, especially with readiness for the world of work and the impact this can have on learning and attainment.

Where learners' average attendance sits below 90%, the learner and their parent or guardian will be invited in for a meeting to discuss a support plan. Any barriers, concerns or worries can be identified and discussed, with steps being put in place to help manage and overcome these. On some occasions learners may be offered a reduced timetable on a short-term or long-term basis. Homework or study materials will also be offered to avoid any gaps in learning.