

Attendance & Welfare Procedure For SEN Students Absent



Walsall and Staffordshire Provision

1. Purpose

This document outlines Alpha Training's safeguarding and welfare procedures for SEN students in Walsall and Staffordshire who are absent from provision for more than three consecutive days. Alpha Training is committed to ensuring the safety, wellbeing, and continued engagement of all learners, particularly those with Special Educational Needs (SEN) who may be more vulnerable to risk during periods of non-attendance.

2. Scope

This procedure applies to:

- All SEN students enrolled with Alpha Training
- Students funded by Walsall and Staffordshire Local Authorities
- Situations where a student has been absent for three consecutive days or more, regardless of the reason provided

3. Safeguarding Responsibility

Michelle Howdle Safeguarding Lead (SL) and Donna Reynolds Deputy Safeguarding Lead (DSL), are responsible for overseeing welfare checks and ensuring appropriate safeguarding actions are taken when attendance concerns arise.

4. Procedure for Non-Attendance

4.1 Initial Contact

- Parent/carer is contacted to establish the reason for absence before 11am.
- Reason for non-attendance are logged in the student's safeguarding/attendance record.

4.2 Welfare Video Call after 3 days absence

- Donna Reynolds (Deputy DSL) conducts a video call with the parent/carer.
- During the call:
 - The student is seen visually to confirm their safety and wellbeing.
 - The student is spoken to directly to check how they are feeling and whether they have any concerns.
 - Any safeguarding or welfare concerns are explored sensitively.

4.3 Recording

- A written record of the call is completed.
- Notes include:
 - Date and time of contact
 - Who was present
 - Summary of discussion
 - Student presentation and wellbeing
 - Any concerns raised
 - Agreed next steps

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All records are stored securely in line with Alpha Training's safeguarding and data protection policies.

5. Escalation (If Required)

If any of the following occur:

- No response from parent/carer
- Student not seen during welfare check
- Safeguarding concerns identified
- Continued unexplained absence

The Deputy DSL will:

- Inform the Designated Safeguarding Lead immediately, Michelle Howdle
- Michelle Howdle or Donna Reynolds will conduct a home visit with another member of staff if a video call has not been successful.
- Referral to the Local Authority will be actioned if Michelle Howdle or Donna Reynolds have not been successful after completing a home visit.
- Follow local safeguarding partnership procedures

6. Ongoing Monitoring

- Attendance is monitored daily.
- Reintegration support is planned where needed.
- Additional pastoral or SEN support is offered where absence relates to anxiety, medical needs, or emotional wellbeing.
- Communication with the Local Authority is maintained where required.

7. Commitment to Safeguarding

Alpha Training recognises that sustained absence can increase vulnerability. We are committed to:

- Maintaining regular contact with families
- Ensuring students are safe and seen
- Acting swiftly where concerns arise
- Working collaboratively with Walsall and Staffordshire Local Authorities

This procedure forms part of Alpha Training's wider Safeguarding and Attendance Policy.

Review

This policy and procedures will be reviewed annually as part of the Alpha Training's Health & Safety procedures.

Approved by: Michelle Howdle