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## Student Attendance Policy

**This Complaints procedure applies to all employees, volunteers, clients and members of the public of the BGC Education Group, including Register Recruitment and Inclusive Mentoring.**

Date of Implementation: 1<sup>st</sup> April 2026

Date of Review: 1<sup>st</sup> September 2026 (reviewed annually)

At BGC Education Group, we are committed to providing specialist 1:1 Tuition, Mentoring, Staffing Solutions, Coaching and Education Guidance for a range of education settings and local authorities.

### INTRODUCTION

At BGC Education, we are committed to doing all we can to encourage positive attendance for all our young people. We will work with the young people, schools and families to overcome any barriers that are affecting attendance. The aim of this policy is to outline how we do this.

#### Why regular attendance is so important

Any absence affects the pattern of a young person's education and regular absence will seriously affect their learning and development. We work closely with schools and academies to understand the individual barriers to attending school. We problem solve the attendance on a BGC Education day, as well as looking at how to transfer skills into the school environment where appropriate. At BGC Education we are well positioned to delve into their wider life due to our unique home pick ups/drop offs and the relationships we develop with the family.

Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, young people, and all BGC Education staff. During an admissions meeting, we will discuss attendance and share strategies that are designed to bring support and consistency.

BGC Education commits to:

- Providing consistent trusted adults to work with young people.
- Providing transport from home or school as agreed.
- Texting parents the day before the session each week to remind them of the session
- Providing staff with branded clothing, lanyards & ID cards to build trust.



- Communicating directly with parents over the phone regularly to build connection
- Discussing in a weekly student check- in meeting, those whose attendance is of concern and look to problem solve. This may involve signposting to other organisations or speaking with the family.
- Offering welfare visits by Senior staff.
- Providing flexible session start times/ end times where necessary.

BGC Education staff use a safe central communication channel to record attendance of all students. A code of Present, Unauthorised Absence or Authorised Absence is recorded, and a senior member of the Education Team is always on call to advise. All schools will be communicated by 10am if a student is not present (or within 30 minutes of the start of the session). This is in line with our safeguarding practice.

Parents are asked to contact the BGC Education mobile number with any known absences ahead of the day. A senior member of staff is available to field calls in the morning.