



Non-Attendance and Drop-Out Procedure

for learners aged 16-18

Purpose

To ensure compliance with statutory duties under the **Education Act 1996**, by notifying the local authority when a young person is no longer participating in education, and to maintain clear internal communication and safeguarding oversight.

Scope

This procedure applies when a learner

- has missed **5 or more sessions** without returning
- has formally withdrawn OR
- has been removed from programme for any reason

Procedure Steps

1. Identification of Non-Attendance or Withdrawal

- **Hubs staff** monitor attendance and identify learners who
 - have missed 5 or more sessions OR
 - have formally dropped out or been removed from the programme
- Hubs staff must notify Jo Talbot or Lewis Belfield of any such learners

2. Monthly Reporting to Local Authority

- Jo Talbot or Lewis Belfield will compile a **monthly drop-out list**.
- This list must be sent to Young People's Service
- The report should include:
 - learner's full name
 - date of birth
 - address
 - last known attendance date
 - reason for withdrawal (if known)
 - referrer details (if applicable)

3. Link to Safeguarding Procedure

- If **no contact** can be made with the learner, or if **any safeguarding concerns** arise at any point, staff must follow the Safeguarding and Missed Attendance Trigger Procedure
- This includes escalation to Designated Safeguarding Lead (DSL), contacting referrers, and potential referral to iART

4. Record Keeping

- All actions must be logged in the **Hubs database**.
- Ensure records are clear, dated, and include:
 - Contact attempts
 - Communications with referrers or parents
 - Safeguarding escalations (if applicable)

Compliance

This process ensures compliance with:

- **Education Act 1996 – Section 436A** (duty to identify children not receiving education)
- Local authority expectations for tracking **NEET risk** and **early intervention**

