

Introduction

Levels of attendance have a direct impact on the success of our learners. High standards of punctuality and attendance are prized by employers. The college therefore has high expectations of attendance and punctuality. The college has set an attendance target of 93% or higher for every learner.

Why is excellent attendance important?

Learners are more likely to complete and achieve their qualification if they attend classes regularly and on time.

The college has identified the following reasons for insisting on excellent attendance and punctuality:

- Achievement of qualification
- Improved job prospects
- A good reference from your tutor
- Stops disruption to class
- It is unfair on classmates to have to recap on what you have missed
- Prevents missing out on course content and knowledge
- Reflects on the reputation of the college

What are learners' responsibilities?

We expect all learners to attend all scheduled classes. If a learner has a disability or medical difficulty that directly affects their attendance or ability to arrive on time this should be identified at the pre-course skills scan, at enrolment or as soon as possible after. We will work with the learner to ensure that reasonable adjustments and support is in place and levels of expectation set accordingly.

- Wherever possible appointments should be made outside of class times
- Try not to book holidays in term time
- Learners should be in class ready for the start of their lessons and are encouraged to arrive 10 minutes before the start of the class. Poor punctuality causes disruption to other learners and their learning and may mean you miss out on vital information given out at the start of the lesson.
- Learners should know their own attendance levels and review this with their tutor as part of their individual learning plan. Personal goals will be agreed if improvement is needed.
- If absence is unavoidable then learners must notify their tutor in advance via Google Classroom, email, or by calling the college. Work will be set to cover the period of absence and learners must commit to completing within one week of returning.
- Where learner absence has not been notified this will be followed up by your tutor and you will be expected to explain the reason for the absence.
- If attendance falls below agreed levels, you may be withdrawn from your course and/or prevented from enrolling on further courses.
- Do not book holidays or appointments on dates you have exams.

The college has set out the following ground rules for attendance:

- Be punctual.
- Report any unavoidable absence to your tutor e.g., hospital appointment.
- Have a 'buddy' to find out what you have missed if you had to be absent for a class.

Authorised Absence

Every attempt should be made to schedule external appointments outside of class times.

Authorised absences may include:

- Sickness supported by a medical certificate, hospital or doctor's letter
- Medical appointments
- Court appearances
- Work interviews
- Funerals
- Religious holidays

What are staff responsibilities?

During learner induction tutors will provide clear information on our expectations for punctuality and attendance and who to contact if you are unavoidably absent.

Tutors will accurately and fully complete each class register by the end of the session and will follow up each absence by phone, through Google classroom, email, or text. The reason for any lateness should be discussed with the tutor during the break or after the class has finished. Lateness must be recorded in the register with an 'L'. Any learner arriving after 15 minutes of the start time will be recorded as late. Late learners will not be excluded from the class unless it affects health and safety.

Tutors will regularly discuss the attendance and lateness levels of a group and with individual learners in the class. Targets for improvement will be set and monitored.

Continued poor attendance and punctuality may affect progression and future enrolments with the college.

The college has identified the following as important staff responsibilities in ensuring excellent attendance and punctuality.

- Good teaching
- Understanding/patience
- Respect for learners
- Explanation of the importance of excellent attendance at skills scans and course induction
- Finding out why a learner is late – maybe the person needs help
- Tutors and managers will monitor both punctuality and attendance and will have high expectations for both.
- Keeping a record of learners' punctuality and attendance and use it to determine whether or not they can enrol on another course after discussion with the Programme Manager