

Policy Review

This policy will be reviewed in full annually

The policy was last reviewed and agreed by Adam Russell, Head of Quality on 16th July 2018.

It is due for review in August 2019

Aim of Policy

This policy is in response to the quality agenda and requirements of the Common Inspection Framework (OFSTED); to improve retention and achievement by raising standards of attendance and punctuality across the Academy.

Learners are more likely to complete and achieve their qualification if they attend classes regularly. Students who arrive late have a negative impact on their learning and also on the progress of their colleagues. High expectations of attendance and punctuality are required by staff at the Academy and employers in the industry and therefore the Academy expects learners to achieve 100% attendance.

- The expectation is for 100% 'present' at all scheduled classes. Students should arrive promptly at least **ten minutes** prior to the start of the lesson
- Progress reviews held by the tutor and learner throughout the course will be used as part of the quality monitoring process.
- Student absences are followed up by the staff member teaching on the given day. Students will be expected to explain in person the reason for their absence and the authorisation will be limited to specific situations.
- Employers are contacted if an apprentice is absent
- There will be clear consequences for students whose attendance falls below 90%. Attendance monitoring is part of the Academy's Learning and Quality processes.

Learners are expected to:

- Attend all lessons on time and be ready to learn.
- Inform their tutor before the lesson, by an agreed contact route, if they are unable to attend.
- Obtain a letter from their parent or guardian [learners aged 18 or under] if illness lasts more than one week.
- Keep health and other appointments out of learning hours
- Not take on work commitments that clash with time at the Academy; any absence for work will be counted as unauthorised absence.
- Complete outstanding work from missed classes due to poor punctuality or attendance

If a learner is absent for four consecutive weeks, the Academy has the right to withdraw the learner.

Stage 1

Where a learner is absent and there are initial concerns over attendance and/or lateness, a learner is reminded of the Academy's Learner Charter and Code of Conduct. There should be no more than two verbal warnings before a written warning is issued.

Stage 2

Where a formal written warning letter has been issued and the absence and/or lateness continues; the learner will be required to attend a meeting with the Learner Support Coordinator. Following the meeting, in most cases the learner will receive a written statement outlining the consequences for further absence/lateness. This statement will also contain the length of time the attendance and/or lateness will be monitored. If the absence and/or lateness is repeated, further disciplinary action will follow.

- Attendance: Below 90% 'present'; or absent two or more sessions in a week or 5 or more absences in any 4 weeks period
- Lateness: late twice in a week or more than 5 times in any 4 weeks period or patterns of lateness
- Patterns of absence (e.g. Monday, functional skills lessons) or concerns about sickness occurring on a regular basis
- 3 unauthorised absences will result in any Learning Support Fund (LSF) issued by the Academy to be suspended and will be reviewed Head of Teaching and Learning.

Stage 3

Where a learner has breached the conditions of Stage 2, s/he will be required to attend a disciplinary hearing with the Head of Teaching and Learning. The Head of Teaching and Learning will appoint a representative to conduct an investigation into the serious misconduct.

- Attendance: **Below 90%**, persistent lateness or failure to improve since formal warning or absence review.
- If a secondary Disciplinary Hearing for poor attendance or punctuality is held, this can lead to withdrawal from the Academy.

Authorised Absence

An absence is authorised where:

- It is agreed in advance with a tutor

Authorised absences may include:

- Sickness supported by a medical certificate or doctor's letter
- Medical appointments
- Court appearances
- Appointments with government or voluntary organisations
- Funerals
- Religious holidays
- Driving Tests

Reasons for absence that are NOT acceptable:

- Holidays
- Part or full time work which is not part of the learner's programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons

This list is not intended to be exhaustive.

Related policies

We also have the following related policies: Withdrawal/transfer/suspension/ exclusion and resumption of study policy and the learner Charter.

Implementation, monitoring and review of this policy

This policy will take effect from 1st September 2018. The Senior Management Team has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.

Annex A

