

## **POLICIES & PROCEDURES**

<b>TITLE</b>	STUDENT ATTENDANCE & PUNCTUALITY POLICY
<b>AUTHOR</b>	REDBRIDGE INSTITUTE
<b>RESPONSIBLE OFFICER</b>	PRINCIPAL
<b>APPROVED BY GOVERNING BODY OR INTERNAL PROCEDURE APPROVED BY SLT</b>	GOVERNING BODY
<b>DATE OF DRAFT SUBMISSION TO GOVERNING BODY</b>	
<b>DATE OF APPROVAL</b>	July 2014
<b>REVIEW DATE</b>	July 2017

# Student Attendance Policy

## 1. 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 Institute therefore has high expectations of attendance and punctuality. Our attendance and punctuality policy reflects this.

## 2. Why is good attendance important?

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

Our Learner Forum members have identified all the following as reasons for insisting on good attendance:

- 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 Institute

## 3. What are learners' responsibilities?

We expect all learners to be present for 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 with the learner and with Learning Support. We will work with the learner to ensure that reasonable adjustments and support is in place and levels of expectation set accordingly.

- Learners should be in class ready for the start of their lessons
- Learners should know their own attendance levels and review this with their tutor as part of their individual learning plan. Improvement targets for punctuality and attendance should be agreed with the tutor where improvement is needed
- Tutors and managers will monitor both punctuality and attendance and will have high expectations for both
- If absence is unavoidable then learners must notify their tutor in advance wherever possible. Work will be set to cover the period of absence.
- Absence and the authorisation of absences will be limited to specific situations such as illness
- Where learner absence have not been notified this will be followed up by a member of staff straightaway and you will be expected to explain the reason for the absence
- If attendance falls below agreed levels this may become a student disciplinary matter or you may be withdrawn from your course

- High attendance will be recognised, rewarded and celebrated as part of the Student of the Month Awards and the Class Awards for most improved attendance and outstanding attendance.

Our Learner Forum members have set out the following ground rules for attendance:

- Be punctual and attend
- Report any unavoidable absence to your tutor
- Complete homework
- Minimise disruption
- Respect each other
- Have a 'buddy' to find out what you have missed if you had to be absent for a class

#### **4. Authorised Absence**

An absence can only be authorised where it is agreed in advance with your tutor and every attempt has been 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

#### **5. What are staff responsibilities?**

We will communicate clearly our high expectations for punctuality and attendance. Where this falls below an agreed level this will lead to action, including possible disciplinary action or even exclusion.

During student 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 we will follow up each absence by a telephone call or letter to the learner. Tutors will challenge any learner who arrives after the start of the class. Lateness must be recorded in the register with an 'L'. Late learners will not be excluded from the class unless it affects health and safety.

Tutors will openly and regularly discuss the attendance and lateness levels of a group or of individual students in the class. They will directly address issues of attendance and or punctuality in Individual Progress Reviews. Targets for improvement will be set and monitored.

Learner Forum members have 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
- Explanation that unless attendance is excellent a learner may not be able to gain a certificate
- Regard for health and safety and equality and diversity
- Finding out why a learner is late – maybe the person needs help
- Keeping a record of learners' punctuality and attendance and use it to determine whether or not they can enrol on another course
- Providing incentives for learners in the form of rewards



# Class Attendance Award

We know that good attendance and punctuality are essential for learners to benefit fully from the learning opportunities available to them. High standards of punctuality and attendance are prized by employers.

Each month one or two classes are nominated by their tutors for a Certificate of Merit to celebrate publically high levels of attendance.

## Category 1 - Most Improved Attendance

Class will be selected on the basis of:

- ◆ Showing significant improvement in attendance and punctuality
- ◆ Active involvement and participation of the whole class to make improvements
- ◆ Helping and supporting each other
- ◆ Inspiring role model for other classes

## Category 2 - Outstanding Attendance

Class will be selected on the basis of:

- ◆ Maintaining attendance of at least 95% or more
- ◆ Learners arriving punctually for all classes
- ◆ Inspiring role model for other classes

