



Employment Learning and Skills Division

ATTENDANCE AND PUNCTUALITY POLICY

Adult Learning Service



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Author	Karen Riley Teaching, Learning and Assessment Lead Officer
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ATTENDANCE AND PUNCTUALITY POLICY.....	3
1. INTRODUCTION	3
2. PURPOSE	3
3. ROLES AND RESPONSIBILITIES.....	3
<i>Learners</i>	3
<i>Staff</i>	4
4. COURSE INDUCTION	4

Attendance and Punctuality Policy

1. Introduction

Levels of attendance have a direct impact on the success of our learners. High standards of punctuality and attendance contribute toward a better and more successful learning experience and are valued by employers. Employment, Learning and Skills, Adult Learning Service has high expectations of attendance and punctuality and is committed to identifying and addressing issues that impact on learner's punctuality and attendance. This will encourage full participation and provide the opportunity to support learners to develop strategies that will enable them to achieve and progress.

2. Purpose

The Adult Learning team aims to improve attendance and punctuality through:

- Promoting a culture where excellent attendance and punctuality is the norm
- Raising awareness amongst all learners of the importance of regular attendance and punctuality and the effect on their personal course outcomes
- Encouraging early intervention by tutors where a learner's punctuality and attendance record is causing concern so that the learner can be supported to develop strategies to overcome barriers

3. Roles and Responsibilities

Learners

- 3.1. The Adult Learning team expects 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. Tutors will work with the learner to ensure that reasonable adjustments and support is in place and levels of expectation set accordingly.
- 3.2. 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. However, learners arriving very early for a class should avoid standing in the corridors and could take this opportunity to use the Learner Communal Area, if available.
- 3.3. Learners should know their own attendance levels and review this with their tutor as part of their Individual Learning Plan. Targets for punctuality and attendance should be agreed with the tutor where improvement is needed.
- 3.4. If absence is unavoidable then learners must notify their tutor in advance wherever possible. Work will be set to cover the period of absence.
- 3.5. Where learner absence has not been notified in advance a member of staff, usually the tutor, will follow up the absence and learners will be expected to explain the reason for the absence.

- 3.6. If attendance falls below agreed levels this may become a learner disciplinary matter. If learners have three consecutive unauthorised absences during a course with no agreed plan to return they will be withdrawn from course.
- 3.7. High attendance will be recognised, rewarded and celebrated as part of the Learner of the Month Awards which will acknowledge most improved and outstanding attendance

Staff

- 3.8. The Adult Learning team appreciates our learners are adults and recognises that certain absences such as sickness, funerals, medical appointments, work interviews, court appearances and attendance at religious holidays, are unavoidable. However, we will communicate clearly and appropriately our high expectations for punctuality and attendance. Where this falls below an agreed level this will lead to action, including possible disciplinary action or withdrawal from course.
- 3.9. Tutors will accurately and fully complete each class register by the end of the session and tutors will follow up each absence by a telephone call or email to the learner. Tutors will respectfully 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.
- 3.10. Tutors will regularly discuss the attendance and lateness levels of a group. They will directly address issues of attendance and or punctuality of individuals in progress reviews; targets for improvement will be set and monitored.
- 3.11. Tutors and managers will monitor both punctuality and attendance and will have high expectations for both. Curriculum Managers will regularly monitor attendance and punctuality across their Curriculum and take action where appropriate.

4. Course Induction

During learner induction sessions tutors will provide clear information on our expectations for punctuality and attendance including:

- An aim of 100% attendance expectation with some leeway to accommodate unavoidable absence (overall service target 90%)
- The learner requirement to inform the Adult Learning Service on the first day of any absence either by phone on 0151 511 7788 by emailing the tutor or adult.learning@halton.gov.uk
- The fact that all course absences will be recorded and monitored
- Expectation that learners attending community learning courses must achieve a minimum 80% of course outcomes to obtain a certificate of attendance
- Learners will be advised that holidays booked during term time, irregular attendance or persistent late arrival to class is detrimental to both an individuals and whole group learning