

LEARNER ATTENDANCE POLICY

Effective for employees, students, directors, and volunteers on or after 1 June 2021

2021 - 2022

Last review dated: 24 June 2021

Next Review due: June 2024

Please Note: A formal, full review of this document will take place on a 3-yearly basis. However, in the interim, the document will be updated as necessary to remain current with any statutory legislation and/or significant Government guidance updates on the subject.

DOCUMENT CONTROL

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RESPONSIBILITY

It is the responsibility of all staff & educators to ensure that the following policy is always adhered to.

PROCEDURE

Levels of attendance have a direct impact on the success of our learners. Learners are more likely to complete and achieve their qualification if they attend classes regularly. Learners who arrive late have an impact not just on their own learning but also on the progress of the rest of the class.

High expectations of attendance and punctuality will also be required by future employers. We need our staff to set and enforce, and our learners to comply with, high expectations of attendance and punctuality. If you cannot come to class/placement for any reason, it is especially important that you telephone L&F Training or your employer to explain the reason why.

MAIN PRINCIPLES

The expectation is for 100% 'present' at all scheduled classes. The focus is on presence rather than absence. Learners should be in class ready for the start of their lessons; late is late.

- Learners should know their own attendance levels and the regular review and reporting of attendance will be part of the learner monitoring process. The measure of attendance will be 'present'.
- In order to reduce the amount of time learners are not in class, either from sickness or other reasons, there will be high expectations and consistent processes to monitor, follow up and report on attendance.
- Any learner absence will be followed up by a member of L&F Training staff within 24 hours. Learners will be expected to explain in person the reason for their absence and the authorisation of absences will be limited to specific situations.
- There will be clear consequences for learners whose attendance falls below agreed levels. Conversely high attendance will be recognised and rewarded.
- Attendance monitoring is part of L&F Training's quality processes.

POLICY STATEMENT

L&F is committed to providing equality of opportunity, respect for and between individuals, and to the establishment of a learning environment in which staff and learners are supported, valued, and empowered to fulfil their maximum potential. For the purposes of this policy, the Head of Business Development, and the Curriculum and Quality Leader is understood to include the Business Development Manager and the Workforce Development Manager. In the interests of making this policy readily accessible to learners, a learner guide to the document has been produced and is available to learners on the company website.

POLICY

- 1.1 L&F is committed to providing opportunities for learning in a caring and supportive environment which respects the individual. The Learner Attendance Policy and Procedure is designed to assist the L&F to enable learners to achieve their full potential.
- 1.2 L&F has an obligation to comply with the funding guidelines and policies issued to them by the Education & Skills Funding Agency (ESFA). This Policy and procedure will give due consideration to the individual needs of the learner as appropriate, taking into account age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, religion and belief, race sex and sexual orientation.
- 1.3 L&F will adhere to this Learner Attendance Policy and the procedures outlined within it and will operate within the framework of the Freedom of Information Act and the General Data Protection Regulation.
- 1.4 This Policy and set of procedures are written to ensure that there are clear and fair guidelines for learners. It is designed to provide a framework to ensure that all learners and staff are aware of the procedures in relation to absence reporting and monitoring of attendance.
- 1.5 The Learner Attendance Policy relates to all learners studying full-time or part-time courses. Learners' attendance is expected to be 100% but where a learner requires time off from their course due to medical or 'other' reasons they are required to follow the procedure outlined in the Learner Attendance Procedure.
- 1.6 L&F recognises the importance of learner retention and achievement and has a responsibility to identify and support learners whose attendance is causing concern.
- 1.7 Where unauthorised absence affects the progression or likelihood of achievement of a learner, this policy may be used to withdraw learners from their course.
- 1.8 Learners must take responsibility for their own learning, and attendance at all classes at L&F is compulsory unless L&F Educator has approved other modes of study.
- 1.9 Where a learner's attendance is giving cause for concern, this will be discussed at a guidance session, where the learner will be given support and guidance to improve their situation.
- 2 Learner's attendance is monitored every 4 weeks.
 - 2.1 Learners must arrive on time for classes. Late arrival more than 15 minutes or leaving class early more than 15 minutes will be recorded as such in attendance registers. Educators can review reports including information on late arrival, early leaving and absences. If a learner is late, leaves

early or is absent more than 3 times, the curriculum management team will discuss this issue with the learner and will take appropriate action.

- 2.2 Absence due to medical reasons will only be accepted for a maximum of 5 weeks over the learning sessions. This will be pro-rata for short courses. This can be a combination of self-certificated and medical certificated absence. Absences which exceed this limit will result in the termination of any funding awards and may result in the withdrawal of the learner from their course. If there are exceptional circumstances which prevent the learner from attending for a period in excess of this limit, the Curriculum and Quality Leader will contact the admissions department to discuss the learner's situation.
- 2.3 Learners can self-certify sickness or any other absence for a maximum of 5 days in each quarter. Sickness which exceeds this limit must be covered by a medical certificate issued by the learner's General Practitioner. The medical certificate should be given to MIS Administrators for recording. Any unused self-authorized days cannot be carried over from 1st to 2nd yearly quarter.
- 2.4 Where a learner is studying less than a full-time course or on a short course, the allowable number of self-certificated and authorised absences will be pro-rata. Full time course is defined as lasting 36 weeks.
- 2.5 In exceptional circumstances, absence for periods more than the allowable days/instances may be authorised by the learner's Curriculum and Quality Leader. If a learner requires an authorised absence beyond the allowable days/instances, they must contact their Curriculum and Quality Leader in advance or on the first day of the absence. Learners will not be granted authorised absences retrospectively. Exceptional authorised absences cannot be issued for periods of sickness of the learner (except where it is part of a reasonable adjustment). However, in cases of sick dependents, the learner must contact the Curriculum and Quality Leader immediately and one day may be authorised to allow arrangements to be put in place.
- 2.6 If a learner's funding is withheld or withdrawn due to unsatisfactory attendance, the learner has the right of appeal. Appeals must be made in writing and submitted to the Admissions Team.
- 2.7 Monitoring of compliance with this Attendance Policy will be carried out by the MIS Administrators, Quality Leads and Educators.