

ALT VALLEY COMMUNITY TRUST

LEARNER ATTENDANCE POLICY



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WHY REGULAR ATTENDANCE IS VERY IMPORTANT?

Any absence affects education and training!

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This policy should be taken and used as part of Alt Valley Community Trust's overall strategy and implemented with the context of our Mission Statement.

1 INTRODUCTION

Alt Valley Community Trust recognises the clear link between attendance and attainment of learners. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for learners within our training provider to support learning and achievement.

To gain the greatest benefit from training it is vital that all learners attend regularly and on time. Learners should aim to attend every session that forms part of their programme of study. We set a target for all learners to aim for of **100%** with the expectation that all learners should at least achieve **95%**. As a training provider we define regular attendance as **95%** or above.

Alt Valley Community Trust believes tutors, learners and their families are all members of our community and all have a part to play in helping learners achieve the very best outcomes.

Excellent attendance and punctuality are key factors in both learning and raising achievement as well as being important for continued lifelong learning. For our learners to gain the greatest benefit from their learning it is vital that they attend regularly and be on time for every session unless the reason for absence is unavoidable.

2. AIMS

- Raise the profile of attendance and punctuality within AVCT.
- Maximise the overall percentage of learner attendance and punctuality.
- Reduce the number of learners who are persistently absent 90% or below or severely absent 50% and below.
- Provide support advice and guidance to learners and staff.
- Develop clear procedures for the maintenance of accurate registration for learners.
- Ensure a systematic approach for gathering, analysing and acting upon attendance data.
- Ensure there is a proactive organisational approach that embeds consistency of practice.
- Continue to promote effective partnerships with other agencies to support learners.

2.1 Promoting regular attendance Alt Valley Community Trust:

This is everyone's responsibility, all members of staff and learners.

To help us all focus on this, Alt Valley Community Trust will ensure:

- Effective strategies are in place to deter poor attendance and punctuality.
- An engaging curriculum is provided and will be reviewed regularly.
- High-quality teaching and learning are delivered.
- Learners are provided with appropriate support from AVCT and partner agencies to minimise disaffection.
- Vulnerable groups are provided with effective support at the earliest opportunity and attendance is monitored rigorously.
- Learners are kept informed of their attendance and punctuality through regular contact with their tutors, through progress reports, individual letters and meetings when required.

Reviewed 1/8/24

Next Review by 1/8/25

ALT VALLEY COMMUNITY TRUST

LEARNER ATTENDANCE POLICY

3. ATTENDANCE EXPECTATIONS AND ABSENCE PROCEDURES

Expectation of Learners

- Ensure you arrive for your session at least five minutes before the start time with the correct equipment and uniform if required. This will give you time to be organised and on time for registration.
- Always attend every session.
- Never leave the site without informing your tutor.
- Always use the signing in/out system when late or leaving for appointments.
- Following any absence, any work that may be provided by your tutors.
- Contact us if you are going to be late or absent using the telephone/contact details provided at induction.

If a learner is absent, we will:

- Telephone or text on the first day of absence if we have not heard from you.
- If no response is received then staff may contact you again later that day and again the next day if you have not been in contact or returned to learning.
- If learners' absences are increasing and we are not aware of a good reason, you will be invited to meet an appropriate member of staff in AVCT to discuss this further.
- If absences persist a representative will discuss any actions with you and help that we may be able to provide in order to improve your attendance at training provider.

4. UNDERSTANDING TYPES OF ABSENCE.

Alt Valley Community Trust has to record every absence and this is why it is important that you directly inform your tutor regarding the reasons for absence, on the first day of absence.

Authorised absence

Authorised absence is when we have accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Education Manager or Lead Tutor who makes the decision to authorise absence.

Unauthorised absence

Unauthorised absence is when AVCT has not received a reason for absence or has not approved a learners leave of absence before the event. This includes but is not exclusive to:

- Absences which have not been explained.

Persistent Absence.

- If learners' attendance falls below 90% whether authorised or unauthorised, we are expected to intervene well before learners reach a level of persistent absence.
- Whilst we understand that learners can be absent because they are ill, sometimes they can be reluctant to attend. If a learner is reluctant to attend or has any concerns, it is important that you make contact with your tutor as soon as possible to gain support and to work together to find a resolution.

ALT VALLEY COMMUNITY TRUST

LEARNER ATTENDANCE POLICY

Severe Absence

- Learners who missed 50% or more are classified as being severely absent. This cohort of learners are a priority group and additional support may be required by the training provider to support improving attendance.
- It is vital that learners receive the support they required to overcome any barriers that are preventing them from attending and achieving their qualification.

NB

Although an absent may be explained, it is ultimately AVCT's decision whether to authorise it. Extended period of absence or persistent absence without medical evidence may not be classified as authorised.

5. WHY REGULAR ATTENDANCE IS VERY IMPORTANT?

Any absence affects education and training and regular absence will seriously affect learning. Learners who have time off often find it difficult to catch up and do well.

6. LATENESS

Poor punctuality is not acceptable. If a learner misses the start of the day or the start of the session, they can miss work and arriving late is disruptive to sessions, it can be embarrassing for the learner arriving late and can encourage future absence. There may be sanctions that apply to learners who persistently arrive late to sessions.

How we manage lateness

Registers are taken at the start of the session by the Tutor and learners receive a late mark if they are not in the session at the start. AVCT recommends that learners arrive at least five minutes before the start of the session so they are ready when the session commences.

- Learners who arrive late will be approached by member of staff and asked the reason why. This will be recorded on their attendance record.
- Learners who arrive late will be expected to catch up with missed work in their own time.

8. PEOPLE RESPONSIBLE FOR ATTENDANCE MATTERS AT VALLEY COMMUNITY TRUST SITES.

All AVCT staff and learners need to work together as a team to support the attendance and attainment of learners. This continued support therefore is vital in making every learner's journey a success.