

### Policy Overview and Scope

#### PURPOSE

This policy and procedures detail how attendance of learners will be monitored in order to:

- **Policy and Procedure** Identify those who do not attend the service programmes or individual classes, to enable them to access appropriate support as necessary, return to their programme of study and achieve their qualification(s)
- Provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA) and various bursary schemes.

#### POLICY STATEMENT

Hull Training and Adult Education (HTAE) will monitor learners' attendance and punctuality and where appropriate initiate the learner absence procedure and recovery plan.

#### 1. Responsibilities and Expectations - Staff

1.1 The Head of Service is responsible for the management of this policy.

1.2 All tutors, tutor assessors, curriculum managers, leads, Safeguarding and Learning Support manager and SENDCO are responsible for monitoring learner attendance and in particular any learner deemed to be 'at risk' of non-completion.

1.3 All staff teaching any learning programmes are responsible for issuing 'Cause for Concern' forms via ProMonitor whenever learners' absence is unauthorised

1.4 All members of teaching staff are responsible for ensuring that electronic registers are completed at the start of each session. NOTE: it is accepted that this may be difficult for some practical sessions, in these cases it is expected that paper registers will be kept and the electronic system updated within 24 hours of the session. **Repeated failure to update registers will result in disciplinary action.**

1.5 Electronic registers should be completed for all teaching sessions, including workshops, virtual or blended learning sessions.

1.6 Any learner absence that is unplanned or which has not been agreed in advance should be followed up by the Curriculum Manager/lead (or member of staff given delegated responsibility) on the same working day. Learner's records (in ProMonitor) should be updated to confirm actions taken and any response.

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## **2. Responsibilities and Expectations – Learners**

2.1 Learners take responsibility for their attendance and punctuality

2.2 Learners are expected to attend all timetabled class and study programme activities (i.e. 100% attendance)

2.3 Learners are expected to be punctual for all classes and be ready to learn

2.4 If a Learner is unable to attend any timetabled activity, they should contact the relevant department as soon as practicable.

## **3. Responsibilities and Expectations – Parents / Carers**

3.1 Parents/Carers are expected to be fully supportive of with regard to attendance and punctuality.

3.2 To support learners to follow HTAE policy and procedures in the reporting of absence.

## **4. Attendance / Absence**

4.1 Learners are expected to attend all timetabled activities (i.e. 100% attendance) including vocational and English and maths lessons plus individual and group tutorials, targeted enrichment activities, work experience placements, trips and visits.

4.2 Acceptable absence is a planned absence, which has been authorised by the Lead tutor or Manager via completion of a signed authorised absence form.

Examples of legitimate planned absences include:

- a medical appointment which could not be arranged outside HTAE hours.
- occasional care for a person for whom the Learner has a definite caring responsibility.
- a religious holiday.
- visit to a University, collage or employer to attend an open day/interview: or a career related interview.
- appointment with a Careers Adviser (should normally avoid disruption to studies).
- occasional extra-curricular activity giving significant personal achievement, including field trips and visits
- related to areas of study.
- attendance at a funeral.
- attendance at a probation meeting.
- severe disruption to transport, e.g. rail strike.
- a driving test.
- an absence where a Learner explains their absence retrospectively to the curriculum manager, for example, a legitimate retrospective absence would be an accident, or a late hospital appointment or a domestic crisis. The Learner should inform their Curriculum Manager upon their return to HTAE.

4.3 Unacceptable absence is defined as any absence which is unauthorised or unexplained or where classes are missed regularly in any other pattern which Tutors consider problematic i.e. detrimental to the successful completion of the course. Any unauthorised absence may impact on bursary payments.

Examples of unacceptable absences:

- holidays.
- part or full time work which is not part of the Learner's programme of work.
- leisure activities.
- birthdays or similar celebrations.
- babysitting siblings.
- shopping.
- driving lessons.
- lateness exceeding 15 minutes.

4.4 If a Learner is unable to attend any timetabled or study programme activity, they should either:

- inform their Curriculum Lead or Manager in writing / by e mail
- inform Reception

4.5 If a Learner has a significant health and / or wellbeing issues, they should contact their curriculum manager or the learning support lead for support. If a Learner may benefit from learning support, the Learner or centre Lead or Manager should contact the Learning Support Team.

4.6 Repeated unauthorised absence from any aspect of a Study Programme may result in bursary payments being withheld. Disciplinary action may be taken and a Learner may be removed from their programme of study.

4.7 If a Learner is absent for more than three weeks with no contact with HTAE, they may be considered to have withdrawn and will be removed from their programme of study.

## **5. Punctuality and Readiness to Learn**

5.1 Learners are expected to be punctual for all classes and timetabled activities.

5.2 Learners are expected to be ready to learn by:

- removing all outside clothing: i.e. hat/coat/scarf & placing safely where they will not cause a trip hazard.
- ensuring they have pens, paper and other appropriate equipment e.g. calculator on your desk.
- putting anything else in bags, including MOBILE PHONES (on silent) & placing under the desk or at the back of the room, where it will not cause a trip hazard.

- if a Learner has no bag, phones should be placed on the desk at the front.
- drinks - bottled water only allowed on desks. No eating during class

5.3 A Learner is late if they enter the class after the published 'start' time on the timetable.

5.4. If a Learner is late, they should enter the room / area quietly and ensure that the tutor is aware of their presence. They should explain to the tutor at an appropriate moment the reason for their lateness.

5.5 Persistent lateness to lessons will lead to the Disciplinary Policy being applied. It is not policy to refuse access to lessons on the grounds of poor punctuality, but it is accepted that the tutor may use discretion in this matter e.g. repeated lateness with no valid reason, disruption on entry to the classroom.

## 6. Monitoring Attendance and Punctuality

6.1 The following attendance marks are commonly used in the electronic register system, other marks may be used e.g. if Learners are attending exams, interviews etc:

A = authorised absence i.e. Learner has been in contact

B = Bank Holiday

C= Completed

E= Attended by learner left early

F = Work Placement

H = Holiday

I= isolation (Covid)

K = Known absence\*

L = late to class

O= online

P = present

U = unauthorised absence

\* i.e. Learner has filled in 'authorise absence form' which has been agreed by the Lead tutor or Manager and the mark has been updated by the tutor

6.2 If a Learner is marked as an unauthorised absence, this should be followed up by the Curriculum Manager or lead tutor, if the Learner is under 18 then parents / carers should be contacted.

See **Appendix B**: Monitoring of Study Programme and apprentice absences

6.3 If a Learner is absent from English or maths classes, a separate procedure is followed, see Appendix C.

6.4 Any absence and any action taken as a result (e.g. contacting Learner, contacting parents / guardians / carers) should be recorded in the 'Comments' section of ProMonitor using the following:

- Comment Type = Warning
- FAO = Course Manager
- Reason = Attendance or punctuality
- Link to Enrolment = Link to specific session

6.5 If a Learner’s attendance falls below 91% (HTAE KPI) or 3 ‘Warnings’ are issued within one week, or for one particular teaching session or subject, then they shall constitute a breach of the provisions of a HTAE Policy and the Learner disciplinary procedure may be invoked.

**7. Links to other policies and procedures**

The attendance policy should be read in conjunction with the following policies and procedures:

- HTAE Child Protection policy
- Keeping children safe in education (Sept 2020)
- HTAE Adult safeguarding policy
- HCC Looked After Children
- HTAE Substance policy
- HTAE Behaviour policy
- HTAE SEN policy
- Department for Education School attendance September 2018
- Keeping Children Safe in Education 2018
- Department for Education Children missing in education (Sept 2016)
- Home Office County Lines and Child sexual exploitation
- HM Government What to do if you’re worried a child is being abused (March2015)
- HM government Information Sharing (July 2018)

**Authorised to sign on behalf of The Council**

**Head of Service** .....

**Date**.....

**Sharon Gamble**

## **Appendix A: FE Learner Guidelines – Attendance and Absence**

**If you have symptoms of coronavirus (Covid-19) notify HTAE by contacting reception or by phoning 01482 615 349 and stay at home until you have been tested**

All Learners are expected to adhere to the attendance requirements of their Course and of HTAE. This attendance policy requires each Learner to be marked present at each timetabled session. This includes practical and workshops. Failure to attend may result in the non-payment of any attendance related payment scheme.

Learners who are sick or otherwise unable to attend timetabled classes should notify HTAE by 9.00am on the day of absence.

You can call **HTAE direct on 01482 615 349.**

You must report every day that you are ill. It is important that reasons for absence of up to one week, must, upon return, be supported by a signed self-certification form (available from your tutor).

An absence of between 3 and 7 days must also be supported by a letter from a parent/guardian or doctor.

If the claimed reason for absence could be foreseen, then the Learner must apply for authorised absence at least 24 hours in advance. Failure to do so will result in the absence being recorded as unauthorised. You will be contacted on each unauthorised absence that is noted on registers, consistent absence or lateness will result in a 'cause for concern' being raised. Parents / carers of learners under the age of 18 will also be notified.

### **Accepted absences which can be foreseen in advance.**

- A medical appointment which cannot be arranged outside HTAE hours.
- Occasional care for a person for whom the Learner has a definite caring responsibility.
- A religious holiday.
- Appointment with a Careers Adviser. (Should normally avoid disruption to studies)
- Unwaged work-experience placement relative to course.
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions.
- Attendance at a funeral.
- Attendance at a probation meeting
- Severe disruption to transport, e.g. rail strike.
- A driving test.

**Absences not acceptable. (This list is not exhaustive)**

- 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.
- Lateness exceeding 15 minutes
- Acceptable unforeseen absences – if HTAE notified on the day
- An emergency family situation.
- Transport problems, with no alternative means to hand.
- Isolated periods of genuine sickness. Up to 3 days self-certification by Learner, between 3 and 7 days with parental or medical written notification. Over 7 days a medical certificate is required.

Learners should note that the provision of inaccurate or false information may, depending upon circumstances, be treated as gross misconduct and may result in disciplinary action being taken. Attendance related payments may also be recovered.

## Appendix B:

### Monitoring of non-attendance for study programme learners and apprentices (including English and maths)

- Electronic and/or first day response calling will be used; Curriculum manager to facilitates responsibility of member of staff to contact learners/parents/carers
- Standard letters home asking for reasons for absence will be used where no reasons are provided **after 3 consecutive absences**. Update Pro Monitor for audit trail purposes.
- Standard letters will be sent where attendance is a concern in liaison with the Tutor/curriculum; Barriers to learning will be identified and offers of support
- Systematic checking of attendance of specific learners selected because of previous history, or whose attendance gives cause for concern.
- Persistent absence (PA) figures will be monitored.
- Key worker meetings will be in place for all learners with less than 90% attendance. Curriculum manager to liaise with English & maths leads/SENDSCO where attendance is a concern
- Actions from key worker meetings will be added to the attendance plan and uploaded onto Pro Monitor

After all the above have been proven to be put into place, the decision by Head of Service to make the learner who is not attending a leaver. Learners must not be made a leaver without notifying the Head of Service.



## Letter of concern

Dear

### **Re: Attendance on your programme – 4 week monitoring**

We are concerned about your current levels of attendance and engagement on your Study Programme and have noticed a decline in your attendance / engagement over the last few weeks.

If you have already provided genuine reasons why you are not attending the centre, alternative arrangements for your continued learning will have been made but your progress is reliant on you engaging with all work set and achieving regular deadlines.

We understand that you may have personal circumstances which are making this difficult for you and we will do everything we can to support you but it is essential that you continue to engage and complete all work set to ensure you successfully achieve your programme within planned timescales. **This includes attendance at any Maths or English sessions and / or completion of all work set.**

Your attendance & engagement will now be monitored over the coming weeks up to week ending (INSERT DATE). If you are experiencing difficulties or need some support or advice on anything please contact our Learner Services Team on the number above who will be happy to help you. We really want you to successfully achieve with us and will do everything we can to help so you are able to progress onto your next step.

Yours sincerely

**Name**

**Title**