



# Learner Attendance Policy

## 1 Purpose and Scope

Attendance refers to the scheduled time spent on college programmes. This can be categorised as sessions Learning Programme in college or a temporary home learning programme or Individual Learning Plan.

achievement of their learning goals. Poor attendance can be one of the main signs of disengagement ill attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. Poor attendance may also be a vital indicator of a range of safeguarding concerns. Therefore, all attendance will be fully monitored throughout the study programme.

Each case of absenteeism is different and will be treated individually. The college accepts that many causes of absenteeism exist and will work with parents/guardians, carers and learners on an individual basis to best address the needs and wants of each learner.

All learners are expected to attend all of their timetabled days unless prior agreement has been made. The college does not encourage parents/carers to take a young person out of college on holiday during term time. This will be deemed as unauthorised absence.

## 2 Absence from College (Medical)

Staff have a vital role to play in ensuring that learners who are absent from college on medical grounds have the educational support they need. Therefore, when learners are absent from college, staff will make every effort to ensure that they are able to keep up with their work, as far as their medical condition allows. Home learning resources can be provided if a learner is unable to come into college but is well enough to work.

## 3 Who is involved in the process?

The college Senior Leadership Team & Designated Safeguarding Lead (DSL) will monitor the operation of this policy by receiving regular reports on learner attendance.

## 4 The Process

arents/guardians or carers of learners, are required to report absences to the either by telephone or email, before 9 am. The Tutor will then inform the teachers and will update the register. If the absence is unforeseen learners, parents/carers can contact the College Reception after 9am who will inform the Tutor. Learners who are absent for 5 days or more will be required to produce a medical certificate or appropriate piece of evidence to cover their period of absence.

When a learner is absent without notification, the Tutors will contact their Parent/Guardian/Carer within

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