

## **Attendance and Punctuality Policy**

This policy is available in alternative formats. Please contact Human Resources for further information on extension 5076 or 5077

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## 1 Policy Statement

Regular attendance and punctuality are key elements in a learner's ability to achieve. Procedures are to be put in place for the early recognition of poor punctuality and non-attendance and taking appropriate action. Good attendance and punctuality are part of Lowestoft College's drive to improve retention and achievement and its strategy to raise standards generally. Attendance is the basis on which the Education Maintenance Allowance (EMA) and Adult Learning Grant (ALG) is awarded – please see guidelines issued by Learner Services on what constitutes authorised absence

## 2 Scope of Policy

The Policy applies to all learners and will be implemented by all tutors, aided by Learning Advisers.

## 3 Aim

- i) To monitor learner attendance at all taught sessions including tutorial guidance
- ii) To ensure that there are procedures in place to deal with absences and poor punctuality, and to treat learners as employees would be treated in the workplace
- iii) To emphasise that learners' outside commitments come second to their commitment to learning
- iv) To identify 'at risk' learners quickly and take appropriate action
- v) To encourage learners to recognise punctuality as a courtesy to fellow learners as well as to staff
- vi) To discourage learners from taking holidays during term time
- vii) To recommend that doctor/dentist appointments and driving lessons be made outside College hours

## 4 Implementation

- i) College procedures for notification of absence to be made clear to all learners (telephone message before 09.30 to Personal/Course Tutors or Learning Advisors for daytime classes, to Reception by 18.00 for evening provision)
- ii) A minimum target of 85% attendance and punctuality for learners, but those in receipt of EMA or ALG are expected to attend **all guided learning hours**
- iii) Punctuality to be addressed and a policy of positive challenging of lateness to be implemented
- iv) An absence form to be completed by the lecturer for any absent learners and promptly passed to the Learning Adviser
- v) In the case of absence, the Learning Adviser should contact the learner at home as soon as is practicable to ascertain the reason for absence and with a view to getting the learner back into College as quickly as possible
- vi) In the case of persistent lateness or absence, the learner should be advised that further occurrence will prompt action under the Learner Disciplinary Procedure. A record should be made of this warning
- vii) If appropriate, parents/guardians/employers to be advised of a learner's lateness or absence

## **5 Monitoring**

- i) Learning Advisers will monitor learner attendance and punctuality and report to Course/Personal Tutor as appropriate
- ii) Course/Personal Tutors to report to Curriculum Managers on monthly basis
- iii) Curriculum Managers will collate information and report findings to SMT on a monthly basis, as part of the review of retention statistics within their Centre and in line with the requirement of 85% overall attendance

**The Education Maintenance Allowance and Adult Learning Grant make it imperative that we ensure accurate recording of absenteeism for those in receipt of the allowance**