



Learner Attendance and Punctuality Policy and Procedure

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Approval by	SMT
Date to be reviewed	June 2019
Responsibility/Main point of contact	Assistant Principal Quality Assurance and Support
Associated Documents	<ul style="list-style-type: none">• Tutorial Policy• Safeguarding Policy and Procedure• Learner Disciplinary Policy and Procedure• Learner Health and Wellbeing Policy
Version no.	V1/0616

The policy has undergone an Equality Impact Assessment (EQIA) confirming that there are no negative consequences in the case of this policy.

1.0 Policy Statement

- 1.1 The purpose of this policy is to provide a framework to:
- Support learner retention and achievement by raising levels of attendance and improving punctuality
 - Safeguard learners by monitoring attendance and patterns of absence
 - Ensure a consistent approach to attendance and punctuality
- 1.2 Walsall Adult and Community College is ambitious for its learners and expects 100% attendance and punctuality at all lessons, events and activities as directed by the College to give them the best possible opportunity to be successful in their studies.
- 1.3 This policy aims to assist all learners to take responsibility for their full and prompt attendance which will enhance their learning experience, develop their personal skills and promote positive retentions, achievement and progression.
- 1.4 This policy will support the implementation of our "Mission": *"Walsall Adult and Community College works in partnerships to raise adults' skills for work, for life and for citizenship."*

2.0 Learner Entitlement

- 2.1 Learners whose attendance and/or punctuality causes concern should be assisted to identify the difficulty and supported to improve. However, in certain circumstances when a learner's attendance and/or punctuality fail to improve corrective action may result.
- 2.2 Learners are entitled to lessons which start and end promptly. A staff cover rota will ensure that classes are covered wherever possible in the case of absent colleagues. Every effort will be made to give advance warning of unavoidable changes or cancellations to classes.

3.0 Learners with Special Circumstances

- 3.1 If a learner has a disability or an on-going medical difficulty that directly affects their attendance or ability to arrive on time this should be identified with the learner and the Learner Support Manager. The College will work with the learner to ensure that reasonable adjustments and supports are in place and levels of expectation set accordingly. Any reviews of corrective actions will take into account and be responsive to the needs of learners with disabilities, learning difficulties or other emotional, social or behavioural needs. Support will be offered and provided where appropriate.

4.0 Scope

- 4.1 This policy applies to all learners including those on traineeship and apprenticeship programmes studying at Walsall Adult and Community College or our partner organisations.

5.0 Values

- 5.1 This policy will be implemented in a manner that embraces our "Values":
- Partnership

- Respect
- Accountability
- Innovation
- Sustainability
- Excellence

6.0 Responsibilities

6.1 Learner are expected to:

- Ensure they attend all lessons on their timetable, arriving before the start of the class properly equipped and prepared.
- Take responsibility for their own time keeping and attendance in accordance with College expectations.
- Arrange non-urgent doctors, dentist and optician appointments out of College hours where possible.
- Inform their Pathway Leader in advance of any planned absence.
- Call and leave a message on the absence line – 01922 663000 or email info@wacc.ac.uk before 10.00 on the day of an unplanned absence. Use the same number or email to advise their tutor if they know they are going to be late.
- Advise their tutor if they need to go home either through illness or emergency who will record their absence.
- On return to WACC following any period of absence of more than one week, provide a written note to explain the absence. The parents or carers of those under 18 must provide the written note. *A Fit Note from the GP or letter from the hospital is preferred if available.*
- Use Moodle to catch up on any work missed during their absence with support as appropriate.

6.2 Tutors are expected to:

- Start and finish classes on time.
- Advise learners of the WACC Attendance and Punctuality Policy and Procedure during induction and then remind them throughout their course.
- Communicate the College's high expectation of punctuality and attendance, consistently reinforce the message that poor punctuality and attendance is not acceptable.
- Mark attendance, absence and lateness accurately on registers at the start of each session. Any learners who arrives to class by more than 10 minutes late will be marked late. If access to the online register system is not available mark the paper register and transfer to the online system within 3 working days using following codes:

/	In attendance (including exams, placement / work experience)
D	Working at home – agreed with tutor
0	Absent
A	Apology made
H	Holiday
L	Late (10 minutes or more late)
S	Sick
F	Finished (completed) – last day of attendance

- Check that all learners or their parents if under 18, or enabler of learners over 18 or adults at risk of harm, who are absent without notification have been contacted on the first day of absence. Learners on non-accredited courses should be contacted within the same week as their absence.
- Proactively support learners to return to College after absence and ensure that materials are available on Moodle.
- Assist learners whose attendance and punctuality is of concern to identify the difficulty and support them to set targets and actions to improve. Ensure that any attendance and punctuality concerns are discussed with learners during their 1:1 reviews.
- Advise Pathway Leaders where after intervention learners' attendance and/or punctuality has failed to improve.
- Use the Identifying and Supporting 'At Risk' Learners attendance and punctuality indicators to inform learner RAG rating for monitoring.

6.3 Curriculum Administrators are expected to:

- Print register for any cover classes and give to cover tutor or agency member of staff.
- Mark electronic register from printed register taken by cover tutor or agency member of staff
- Check registers by 11.00 and again by 16.00, each day, and telephone all learners, or the parents or enablers of those under 18 or adult at risk of harm, on accredited courses who are absent without notification. In addition, call to advise the employer if apprentice.
- Record reason and any action on the 'Absent without Notification' spreadsheet.
- Flag any non-completed registers, for accredited courses, to the Curriculum Manager.

6.4 Pathway Leaders are expected to:

- Monitor and report on the attendance and punctuality of their cohort of learners.
- Contact learners, or the parents or enabler of learners over 18 or adults at risk of harm where attendance is a concern and/or learner is likely to be withdrawn because of their poor attendance.
- Invoke the formal stage of the behaviour process for learners who are persistently absent and/or late and after intervention/support have failed to improve.

6.5 Management responsibilities:

- The AP Quality Assurance and Support is responsible for ensuring that staff are aware of this policy and in turn make learners aware of it during induction.
- CMT will set annual targets for attendance rates across all WACC provision.
- On receipt of information from MIS, Guidance Manager to advise the local authority of any learner under 18 who withdraws or is withdrawn from the College before completion of their course – see appendix 1 withdrawal process flow

7.0 Absences

7.1 The College recognises that in certain circumstances, some absences are unavoidable. The following absences are considered as authorised absences for the purpose of bursary payments. Authorised absences is not a register code.

Reason for absence	Evidence required
Serious illness, recovery from operation or recuperation following illness	Hospital card/doctors letter. If under 18 a letter from parent/carer to explain nature of illness
Known medical condition	This should be discussed with Pathway Leader. Medical proof will be required
Hospital appointments	Hospital letter
Emergency doctor / dentist appointments, and any follow-up appointments	Appointment card, letter or note is required
Jury Service	The official letter of notification is required in advance
Attendance at probation/YOT meeting or court	Will be authorised if notified in advance with the official appointment letter.
University open day/FE or HE interview/ Job interview	Must be notified in advance with invite letter/email
Attendance at the funeral of a family member or close friend	Will be authorised if notified in advance. Letter from parent/enabler is under 18
Recognised religious holiday for the religion to which the learner belongs	Must be notified in advance
Care of family member where learner has formal caring responsibility	Must be notified in advance
Absence as a consequence of disability or other equality reason	This will be authorised if it meets the requirements of legislation and is a reasonable adjustment
Participation in College trip or activity.	Email from member of staff organising activity. Relevant permissions required – parents/enabler and tutor confirming up to date with work
Driving test and theory test	Will be authorised if notified in advance with the official appointment letter/email

7.2 The following reasons for absence are **not acceptable** and will not be authorised:

- Routine dentist, doctor or optician appointments (proof still required)
- Holidays
- Work
- Leisure activities
- Birthdays or similar celebrations
- Driving lessons
- Shopping
- Babysitting or looking after siblings
- Waiting at home for arrival of delivery/service

7.3 Learners in receipt of any bursary payment may have their payment reduced or stopped if they are absent without authorisation or fail to provide the necessary evidence to support authorised absences,

7.4 If learners do not inform the College of their absence they can expect:

- For their parents/enablers to be called on the first day of absence if they are under 18 or a supported learner
- To be called by the Pathway Leader on the third instance within a four week period

7.5 If following intervention, if attendance has not improved, absences are excessive and it is judged that it is not possible for the learner to catch up on missed work or achieve the assessment outcomes of the course, the College reserves the right to withdraw learners from their course.

7.6 If learners are absent from College for a three continuous weeks without notification they will be withdrawn from their course.

8.0 Monitoring and Review

8.1 This Policy has been approved by the Board of Directors and is to be reviewed by the Board on a triennial basis.

8.2 The internal monitoring of the implementation of this policy will be the responsibility of the Assistant Principal Quality and Support.

Learner Withdrawal Process (post 42 days)

