

# Addressing Attendance & Punctuality (Learners)

---

**REF NO. QTL-CUR-012**

Approved by Senior Leadership Team (SLT)

<b>Strategy/Policy Responsibility: Senior Leadership Team (SLT)</b>	
<b>Date approved</b>	August 2015
<b>Review date</b>	August 2023
<b>Next review date</b>	August 2024

# Learner Attendance and Punctuality Policy

## Purpose

All learners must recognise that excellent attendance and punctuality will maximise achievement and enhance not only their learning experience but also develop their employability skills. Learners who arrive late disrupt their own learning and that of others. High expectations of attendance and punctuality will be required by future employers and therefore we need our staff to set and enforce high expectations for attendance and punctuality.

The College recognises that it is catering for a wide range of learners who have different commitments and responsibilities that impact on their lives. There is, however, a responsibility to the rest of the group as persistent lateness may impact on the group and impact on their learning.

This policy is to outline the requirements of the college for attendance and punctuality and the process learners, tutors and managers will need to take in relation to attendance and punctuality.

## Reasons for insisting on excellent attendance and punctuality:

- Achievement of qualifications
- Improved job prospects
- A good reference from your tutor
- Stops disruption to class
- It is unfair on classmates to have to recap on what you have missed
- Prevents missing out on course content and knowledge
- Reflects on the reputation of the college

## Staff Responsibilities and Expectations

All tutors, Programme leaders and Directors of Curriculum are responsible for monitoring learner attendance and in particular any learner who is deemed to be 'at risk' of not completing.

All teaching staff should highlight at the earliest opportunity by a **Cause for Concern** via their line manager whenever a learner's attendance falls below the College expectation.

During induction, tutors will provide clear information on our expectations to learners for punctuality and attendance and who to contact if you are unavoidably absent.

Managers will work with the tutor and learner and discuss strategies to help improve learners' attendance and punctuality via the **Cause for Concern** being raised.

Tutors should raise a **Cause for Concern** if a learner has missed **2** session from their course in one half term. This will enable the tutor and manager to work with the learner to improve their attendance.

Staff should complete the register for all sessions – repeated failure to update registers will result in a disciplinary action.

- The tutor must take the register after the first 10 minutes of the session and mark absent with an **O** anyone who has not arrived.
- If a learner has notified a tutor they tutor must mark the register with a **K** – and add notes to the information box of why the learner is absent from the lesson.
- If a learner arrives after the published start time, then an **L** must be recorded in the absence mark together with the number of minutes late.
- Tutors must mark a learner with an **E** if they leave the class early.

## Learners Responsibilities and Expectations

When learners access courses there is an expectation of **100%** attendance and punctuality that needs to be made explicit by their tutors to learners. Learners must attend regularly and be punctual so that they have accessed sufficient learning to be successful on the course.

- Learners are expected to attend all timetabled activities (i.e. **100%** attendance)
- Learners take responsibility for their attendance and punctuality
- Learners are expected to be punctual for all classes and be ready to learn
- Complete homework on time, and respect each other's learning
- If a learner is unable to attend any timetabled activity, they should contact the College as soon as possible via telephone, the website or email.
- Where learner absence have not been notified, a member of staff will follow this up straightaway and you will be expected to explain the reason for the absence.
- If a learner is, absent for **4 consecutive weeks** from a course, with no contact they will automatically be withdrawn.
- If a learner is unable to attend, they must contact the college on **020 8289 4700** option **2** or via our website [www.SuttonCollege.ac.uk](http://www.SuttonCollege.ac.uk)
- High attendance will be recognised, rewarded and celebrated as part of the termly attendance certificates, which will be issued from a member of the college management team.