

# LEARNER ATTENDANCE POLICY AND PROCEDURE 2022-2023

## SECTION 1: CONTEXT

1.1 The purpose of this Policy is to:

- Generate a positive approach to the maintenance of a learner's attendance whilst engaged in their programme of study at Green Labyrinth.
- Provide clear guidelines to staff, learners, parents, carers and employers on the learner attendance policy and procedures at Green.

## SECTION 2: STATUS

2.1 This policy was approved by the Senior Leadership Team on 18<sup>th</sup> October 2022

## SECTION 3: POLICY

3.1 The Learner Attendance Policy forms part of a range of policies that set out:

- what the learner can expect from Green Labyrinth through the **Learner Entitlement Statement**.
- Action to be taken in the event of a breach of the Student Entitlement through the **Complaints Procedure**.
- What Green Labyrinth expects of its learners through the **Code of Conduct**.
- the action to be taken in the event of a breach of the Code of Conduct through the **Learner Disciplinary Policy**.
- Financial support available to learners through the Financial Contingency Funds Policy.

3.2 The Learner Entitlement and Code of Conduct will be signed by all learners as part of the enrolment and induction processes.

3.3 Attendance means the time spent participating in all recorded Green Labyrinth's activities, for example, teaching, practical activities, tutorials and enrichment programme, and remote learning events, including, work placement, volunteering, fundraising.

3.4 Learners are expected to achieve 100% attendance.

3.5 Regular and consistent attendance at Green Labyrinth is essential for learner success and achievement.

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3.6 Each case of learner absenteeism needs to be and will be treated individually as there may be a wide range of issues impacting on attendance.

3.7 In all cases, it is the responsibility of members of staff and the learner to comply with the policy and the procedures within the policy. Both staff and learners should be fully aware of the implications of failure to comply with the policy.

## **SECTION 4: DEFINITIONS**

4.2 There is no universally agreed international definition of the youth age group. for statistical purposes, however, the United Nations – without prejudice to any other definitions made by Member States – defines ‘youth’ as those persons between the ages of 15 and 24 years.

4.3 For the purposes of the managing learner absences, Green Labyrinth will interact with parents and careers for any learner up to their 25 birthday where there is unexplained absence that are impacting on a learner’s ability to achieve.

## **SECTION 5: PROCEDURE**

### **5.1 Learners**

- All learners are allocated, if needed, ONE period of Absence and/ or ONE Leave of Absence per half term. Learners absent from Green Labyrinth will be marked absent.
- Learners report their first and any subsequent day of absence to Green Labyrinth by any appropriate means.
- Learners should inform their tutor if they know of any period of absence in advance or it will be long term (more than 1 day).
- Absences on grounds of ill health which is greater than 7 days (including weekend) will require a medical certificate. These arrangements apply equally to face-to-face teaching sessions and to remote learning.
- Learners expecting prolonged absenteeism are advised to speak to their Mentor to discuss the possibility of alternative study arrangements and learner support.

#### **5.1.2 Green Labyrinth Staff**

- All staff are required to monitor attendance and address issues of absenteeism accordingly. It is the responsibility of the member of staff to complete the register completely and accurately **EACH DAY**.
- It is essential that Tutors ensure that all learners are recorded on class registers and are enrolled on the correct programme of study. It is the responsibility of the Head of Study Programme/Head of Work-Based Learning to ensure that this is maintained.

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- Withdrawal of learners from courses must be completed by the Tutors as information provided to the Senior Administration Officers.
- In the case of a learner not attending, staff need to ensure that non-attendance is recorded on the appropriate register. In the case of a learner notifying Green Labyrinth of an authorised absence, the Senior Administration Officer will record this on the appropriate register.
- Parents, carers, employers will be notified of any absences automatically. This will be a text message on the first absence in a new period of absence and by email thereafter.
- Mentors will have a responsibility to address absenteeism with learners formally through Progress Review meetings. Learners with poor attendance records will be referred to Head of Study Programme/Head of Work-Based Learning.
- All learners failing to achieve 100% of the agreed hours of attendance are to be contacted by their Mentor to discuss their failure to attend timetabled sessions in order to identify issues that might need support. Failure to achieve 90% attendance may result in the learner not being entered for the examination or final assessment.
- In the event of continued absenteeism, the Learner Disciplinary Policy and Procedures will be implemented by the Head of Study Programme/Head of Work-Based Learning.

### 5.1.3 Management Information System and IT Services Team

- The Senior Administration Officer will ensure that Tutors and/ or Mentors have access to the recorded absence information systems in order for them to take appropriate action.

## 5.2 Attendance Monitoring

A learner’s attendance will be reported on using the following parameters:

Percentage Attendance	Judgement	Ragging
0 – 84	Unsatisfactory	Red
85 – 89	Adequate	Amber
90 – 94	Good	Green
95 – 100	Excellent	Dark Green

Five underlying principles will be adopted for attendance monitoring. The principles are:

- 1 All Tutors/Mentors will build attendance requirement and arrangements into the induction process for all new learners.
- 2 Each learner should be treated individually, and Tutors/Mentors will have one of three options open to them in how they manage the learner’s absence.

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- 3 A message will be sent to the parent/carer of those under the age of 18 years and directly to the learner for those 18 years or over for every first absence of the day for a new absent period no matter what stage the learner is at regarding the Disciplinary process.
- 4 The attendance monitoring process will begin with immediate effect once a learner's attendance drops below 90%. Electronic reports will flag up poor attendance per week to Tutors/Mentors and Managers.
- 5 All Tutors/Mentors will always keep Learner Daily Logs up to date with details of learners' non-engagement in face-to-face and/ or remote learning.

The options available to Tutors/Mentors

- **Option A: No Action required**

In this case the Tutor/Mentor has the matter in hand.

- **Option B: Disciplinary action**

Information gathered by Tutor/Mentor about the learner's absence does not indicate health issues or personal circumstances that are preventing the learner from attending. In this case the Tutor/Mentor will activate:

- a. An email to Head of Programme indicating the circumstances that require the Disciplinary process to be activated.
- b. Correspondence regarding the Disciplinary process will be sent to the Parent, carer and the learner.
- c. Tutor/Mentor/Head of Programme will issue a 'verbal warning' to the learner.

- **Option C: Fitness to study**

Information gathered by the Tutor/Mentor raises health issues and or personal circumstances that are genuinely preventing the learner from attending their programme of study. In this case:

- a. An email to the Head of Programme indicating the circumstances requiring the 'Fitness to Study' policy should be activated.
- b. Where fitness to study is indicated the learner will not be sent formal written warnings as in the case of the normal Disciplinary process.

### **5.2.1 First Occurrence of unauthorised absence below 90%**

When a learner's attendance falls below 90% for the first time the actions that will be taken are:

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- Text message sent to Parent or Carer for those students under the age of 18.
- Email notification to be sent to Personal Tutor or Course Coordinator
- Tutor/Mentor to discuss absence with Parent or Carer if the learner is under the age of 18.
- Tutor/Mentor to discuss absence with learner and issue Verbal Warning or Fitness to Study Action Plan as appropriate and if the learner is under the age of 18 the Parent or Carer should be involved.
- If learner indicates an issue with coursework the Tutor should provide the appropriate support with the assistance of the Head of Learning Support.
- The Tutor and/or Mentor will record notes on the learners' Daily Log.
- The Mentor to monitor the learner's progress.
- Learners will still be expected to provide evidence such as GP notes to their Mentor.

### **5.2.2 Second Occurrence of unauthorised absence below 90%**

When a student's attendance falls below 90% for the second time the actions that will be taken are:

- 'Unauthorised' register mark triggers MIS report to Tutor/Mentor indicating second occurrence of absence below 90%.
- Tutor/Mentors receive an electronic report on absent learners and selects to have first absence communication sent to Parent or Carer and directly to the learner if they are over the age of 18.
- Tutor/Mentor to select option for action required.
- If further action regarding the Disciplinary Process or the Fitness to Study policy is required, an email notification is sent to the Head of Programme. Where appropriate an action plan will be issued alongside a Written Warning.

### **5.2.3 Third Occurrence of unauthorised absence below 90%**

When a learner's attendance falls below 90% for the second time the actions that will be taken are:

- Tutor/Mentor receives MIS report on absent learners and selects to have second absence communication sent to Parent or Carer and directly to the learner if they are over the age of 18 and following the Study Programme provision.

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- Tutor/Mentor to monitor learners' progress
- Head of Programme to arrange either a Disciplinary panel or a Fitness to Study Panel.
- Final Written Warning issued or decision made on whether the learner is 'fit to study'
- Failure to adhere to action plans results in withdrawal from programme of study.
- Exit strategy and advice arranged.

### **5.3 Learners not adhering to the Attendance Policy**

- A learner failing to meet a minimum of 90% attendance may not be entered for examinations or external assessment, (this is at the discretion of Green Labyrinth).
- A learner enrolled in year one of a two-year course may not be allowed to progress to year two, (this is at the discretion of Green Labyrinth).
- The learner will be interviewed by the Tutor, Mentor and Head of Programme and placed on an ACTION PLAN to enable progression to the next steps of learning.
- Parents and Carers of learners will be contacted informing them of the attendance problem and may be invited to a meeting to discuss the attendance of the learner in accordance with Green Labyrinth's Learner Disciplinary procedure.
- A student who disregards the attendance code, despite offers of support may be subject to the Student Disciplinary Policy

## **SECTION 6: MONITORING**

6.1 This policy will be monitored by the Senior Leadership Team.

## **SECTION 7: REVIEW**

7.1 The policy will be reviewed annually.

7.2 The next date of review will be August 2023.



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