



LEARNER ATTENDANCE POLICY AND PROCEDURE 2024-2025

SECTION 1: CONTEXT

1.1 The purpose of this Policy is to:

- Uphold Green Labyrinth's mission statement "Empowering Learning, Transforming Lives" for learners' attendance
- Provide clear guidelines to staff, learners, parents, carers and employers on learner attendance policy and procedures at Green Labyrinth.

SECTION 2: STATUS

2.1 This policy was approved by the Senior Leadership Team on 30th August 2024.

2.2 The Learner Attendance Policy links to the following:

- Learner Agreement
- Our Charter
- Complaints Policy
- Fitness to Study Policy

SECTION 3: DEFINITIONS

3.1 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.

3.2 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.

SECTION 4: EXPECTATIONS

4.1 Learners are expected to achieve 100% attendance.



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

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

4.4 All staff and learners understand the attendance expectations and procedure in this policy.

4.5 Green Labyrinth understands that there are valid reasons for learner absence, such as illness, bereavement or medical appointments. Learners are to inform the college of any known absences.

SECTION 5: PROCEDURE

5.1 Learners

- Learners report any absence to Green Labyrinth by phone, text or email. The email is studyprogrammes@greenlabyrinth.co.uk, or you can call on 01793 236245 or text 07886 258319
- Learners should inform their tutor or a member of the admin team if they know of any period of absence in advance.
- Absences on grounds of ill health which are greater than 7 days will require a medical certificate. These arrangements apply to both 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.

5.2 Green Labyrinth Staff

- All staff are required to monitor attendance and address issues of absenteeism.
- It is the responsibility of the teaching staff to complete the register completely and accurately each lesson.
- 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 and Office Manager to ensure that this is maintained.
- 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, a member of the admin team will record this on the appropriate register.
- Parents, carers, employers and other key workers will be notified of any absences by the most appropriate means of communication.



- Mentors will have a responsibility to address absenteeism with learners formally through mentor meetings. Learners with poor attendance records will be referred to Head of Study Programme.
- In the event of continued absenteeism, the process detailed in 5.3.2 will be implemented by admin, learning mentors and/or Head of Study Programme.

5.3.1 Attendance Ranking

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

Percentage Attendance	Judgement	Ranking
0 – 44	Unsatisfactory	Red
45 – 64	Adequate	Amber
65 – 84	Good	Green
85 – 100	Excellent	Dark Green

5.3.2 Attendance Monitoring

The Office Manager will monitor attendance manually for the first term. Green Labyrinth plans to monitor attendance electronically on the CRM from January 2025.

Five underlying principles will be adopted for attendance monitoring:

- 1 All staff will build attendance requirement and arrangements into the induction process for all new learners.
- 2 Each learner will be treated individually.
- 3 A message will be sent to the parent/carer as well as the learner themselves when they are absent.
- 4 Intervention will begin once a learner’s attendance drops below 90%. *From 2025, electronic reports will flag up poor attendance per week to appropriate staff.*
- 5 All teaching staff will maintain registers and logs with details of learners’ non-engagement in face-to-face and/ or remote learning.

When a learner’s attendance falls below 90%, their mentor has 3 options:

- **Option A: No action required**

Mentor will address attendance with learner and continue to monitor attendance.

- **Option B: Disciplinary action**

Attendance information gathered by staff does not indicate that health issues or personal circumstances are preventing the learner from attending. In this case the mentor will:

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- a. issue a 'verbal warning' to the learner.
- b. send details of attendance to parent, carer and the learner.
- c. start 2-week attendance report

▪ **Option C: Fitness to study**

Information gathered by staff raises health issues and/or personal circumstances which are genuinely preventing the learner from attending their programme of study. In this case the mentor will:

- a. inform the Head of Study Programme and Office Manager with details on why the 'Fitness to Study' policy should be activated.
- b. decide action required to support learner and meet compliance requirements. A 1:1 with Careers Coach, a second attendance report or an alternative placement may be options to consider.

5.4.1 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:

- Text message sent to learner and parent/carer.
- Record of absence on register and other relevant documents.
- If learner indicates an issue with coursework, then Tutor should provide the appropriate support.
- Mentor to record attendance details and monitor the learner's progress.
- Learners will still be expected to provide evidence such as GP notes to their Mentor.

5.4.2 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:

- Learner flagged as Amber risk.
- Text message sent to learner and parent/carer.
- Mentor meeting to discuss attendance concerns and solutions with learner and inform parent/carer.
- Attendance report considered with Head of Study Programme approval.

5.4.3 Third Occurrence of unauthorised absence below 90%

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

- Learner flagged as Red risk.
- Text message sent to learner and parent/carer.

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- Mentor meeting to discuss attendance concerns and solutions with learner and inform parent/carer.
- Learner is placed on Attendance Report if not already.
- Head of Study Programme to arrange a meeting or Fitness to Study Panel.
- Failure to adhere to Attendance Report escalates place to serious review.
- Exit strategy and advice arranged.
- Learner may be offered a 1:1 Careers Coaching session or a place on a remote learning programme as part of this exit strategy if appropriate.

From January 2025 attendance tracking will be electronic

- *'Unauthorised' register mark triggers MIS report to Mentor indicating occurrences of absence below 90% for RAG rating*
- *Mentor receives an electronic report on absence and is able to send this information to learner and parent/carer*
- *Mentor to record attendance status on MIS i.e. if learner is now on report*

Please see Appendix One for Attendance Report.

5.5 Learners not adhering to the Attendance Policy

- A learner failing to meet a minimum of 64% attendance may risk not being 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).
- In line with Our Charter, the learner may be placed on Attendance Report by their mentor and Head of Study Programme. The aim of this is to enable progression to the next steps of learning.
- Parents/carers of learners will be contacted informing them of the attendance concerns and will be invited to a meeting to discuss the attendance of the learner in accordance with Our Charter.
- A student who disregards the attendance expectations will have their place escalated to serious review.

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 2025.

7.3 Subsequent Reviews:

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Reviewer	Review Dates	Amendments Yes/No	Amendments Approved & Date

APPENDIX ONE

LEARNER ATTENDANCE REPORT 2024-2025

Learner Name:	
Learning Mentor:	
Dates of Report:	
Attendance Targets:	
1.	_____
2.	_____
3.	_____

Author: R Katatic
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WEEK 1	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
Day /Lesson						
<i>Learner to present report to tutor at the beginning of every lesson. Tutor to tick if all targets met and sign.</i>						
Monday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Tuesday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Wednesday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Thursday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Friday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Comments:	<i>Details on attendance, punctuality and time-keeping:</i>					
WEEK 2	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
Day/Lesson						
<i>Learner to present report to tutor at the beginning of every lesson. Tutor to tick if all targets met and sign.</i>						
Monday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Tuesday	1. 2.	1. 2.	1. 2.	1. 2.	1. 2.	1. 2.

	3.	3.	3.	3.	3.	3.
Wednesday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Thursday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Friday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Comments:	<i>Details on attendance, punctuality and time-keeping:</i>					
Review:	<i>Wins and areas for improvement? Any patterns to note?</i> <i>Has the learner passed Attendance Report?</i>					
Next Steps:						