

ATTENDANCE AND PUNCTUALITY POLICY

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PURPOSE

As a student at ELATT you should understand that good attendance and punctuality are essential to help you achieve and be more employable. Both good attendance and punctuality are a mark of respect to your fellow students. Lateness and non-attendance, however, are disruptive to the group.

Our expectation is that you will attend 100% of your programme, and we have a minimum requirement of 85%. Our research shows that your chances of successful passing your course reduce substantially if you attend less than this amount. You will face action if your attendance falls to unsatisfactory levels without good reason.

In order to manage attendance and punctuality effectively, we will:

- Start and end all sessions on time
- Be consistent in our management of absence and punctuality
- Deal with issues quickly when they arise
- Help students who are experiencing genuine challenges
- Allow late students into class at an appropriate time based on the nature of the session
- Ensure that learning is not impacted by absent staff
- Recognise good attendance and punctuality as appropriate to the course of study

ATTENDANCE AND PUNCTUALITY PROCEDURES

Students

- If you cannot attend class, you must contact ELATT before the class start time on the first day of absence, giving a reason for your absence and how many sessions you are likely to miss.
- Sixth Form students must email sixthformsupport@elatt.org.uk to notify the team of their absence, before 9.30 a.m. that day.
- Adult Vocational students must email IAGAdminVoc@elatt.org.uk to notify the team of their absence, before 9.30 a.m. that day.
- Life Skills students must inform their tutor of their absence before 9.30am that day.
- You must arrange for appointments outside of class-time except in an emergency.
- If you are late to class, and allowed into class, you need to enter the class quietly without disturbing the group, and give your reason for being late to your tutor at an appropriate time.
- If you are often late or absent without good reason you will face disciplinary action.
- You should arrange a buddy in class who can collect handouts or homework for you if you are absent.
- In the event of exceptional circumstances or unforeseen events please talk to your tutor.

Staff

- You must ensure that students understand our Attendance and Punctuality Policy at Induction.
- You should monitor student absence and lateness and talk 1:1 to any student after 2 instances of lateness and/or absence.
- You should make a note of students who are facing genuine personal problems that affects their attendance and punctuality and note this as a 'comment' in ProSolution.
- You will need to start the disciplinary process where you have given a student notice and support to improve attendance and punctuality and this has not led to improvement. **Note:** Please discuss this with the Student Support Team for the Sixth Form and Adult Vocational Teams and Life Skills Manager for the Life Skills Team.
- You should minimise the effect of staff absence on learning by organising cover and setting work.
- You should encourage students to have a partner / buddy to help with communication in case of absence.

IF A STUDENT IS LATE TO CLASS, TUTORS WILL

- Record a late mark ('L') for any student who is not present 5 minutes into the session
- Help late students settle into the session without disruption by acknowledging the student on arrival and speaking to them at an appropriate time and before the session has ended.

IF A STUDENT DOES NOT ATTEND CLASS, TUTORS WILL

- Record an absent mark in the register, authorised absence being 'A' and unauthorised absence being 'U'

NOTES FOR TUTORS WHERE A STUDENT CANNOT ATTEND:

Attendance monitoring

We will follow up with the student each time they do not attend class and remind them of their commitment to good attendance and our policy of removal from class if they not attend regularly, except in extraordinary situations.

The student should tell their tutor about any ongoing difficulties or issues they are having as soon possible.

The student must establish with their tutor when they will be able to fully return to class.

Wherever possible, we will agree with the student an individual Learning Recovery Plan detailing the additional learning support required to help the student catch up. This recovery plan will be binding on the student, and if the student does not keep up with it, you may have to dismiss them from the course.

Where you as the tutor feel a student's situation is extraordinary and we should therefore allow them to stay on course, you will need to record the reason for this and advocate to the Departmental Line Manager for the student's continuation on course. In certain situations, your tutor may need to ask for proof of the ongoing issues at hand.

If you successfully advocate for that student to remain on course, you will then agree with the student the Learning Recovery Plan and then monitor its effectiveness and react accordingly (see Next Steps below).

EXAMPLES OF AUTHORISED ABSENCE

Among reasons we would consider Authorised Absence (AA) are the following. Please note that this list is not exhaustive:

- Job Centre appointment
- Job interviews
- Sickness/ illness
- Children's or dependent's illness
- Bereavement
- Funerals
- Religious holidays
- Hospital appointments
- Immigration appointments
- Unforeseen emergencies

EXAMPLES OF UNAUTHORISED ABSENCE

Among reasons we would consider Unauthorised Absence (UA) are the following. Please note that this list is not exhaustive:

- Leaving the country during your course, beyond regular holiday periods or for temporary reasons, for example those listed in Authorised Absence above.
- Moving out of London during your course, beyond regular holiday periods or for temporary reasons, for example those listed in Authorised Absence above.
- Being unable to attend an exam in person.
- Reasons which underscore a lack of commitment to the course, especially where the student does not make serious attempts to organise other commitments outside of class hours. These commitments might include babysitting or childminding other than in an emergency, driving lessons, attendance on other courses, and could also include work or employment.
- Failure to attempt to re-arrange other appointments where necessary e.g. providing your Learning Agreement to the Jobcentre in an effort to re-arrange an appointment.
- Failure to provide evidence to justify lack of attendance e.g. at the doctors in a non-emergency.

HOW YOUR DECISION RE: AUTHORISED OR UNAUTHORISED ABSENCE IMPACTS ON NEXT STEPS

For **adult students** the tutor will need to determine on a case-by-case basis whether absence should be recorded as authorised or unauthorised, and will need to note the reasons when absence is determined as authorised.

Although ultimately we do require our students to attend class so long as they are enrolled on an ELATT course, and both regular instances of authorised and unauthorised Absence could lead to removal from the course, unauthorised absence is likely to trigger our disciplinary procedure more quickly than authorised absence:

In the case of authorised absence, the tutor has the option to make a case to departmental management to set the student a Learning Recovery Plan. If the student does not abide by the terms of this agreement, even for a valid reason, we will then proceed to the Disciplinary Procedure.

There is no option for a Learning Recovery Plan in the event of unauthorised absence. In the case of unauthorised absence, the tutor will trigger the disciplinary procedure immediately, providing a warning of improvement required (see Message to Students below). However, if the student then gets in touch and provides a robust reason for their non-attendance, in some cases we may then re-categorise the absence as authorised once we know the full facts of the situation, at which point the procedure for authorised absence will begin.

For **Sixth Form** students, the process is the same except:

Authorised absence will lead to meetings with a Keyworker. If the reasons for the authorisation are likely to be prolonged, then the student and parents will be invited in to discuss the absences and how best to support the student.

In the event of unauthorised absence, the student and carer will be contacted each day by text, then letter, and invited to an improvement meeting. At this point in some cases we may re-categorise unauthorised absence as authorised absence once we know the full facts of the situation, at which point the procedure for authorised absence will begin.

DEALING WITH UNAUTHORISED ABSENCE BY DEPARTMENT

SIXTH FORM

Key Workers monitor all attendance by checking registers and visiting all sessions at 9.30am. If a student is absent and we have not received a message to explain their absence, the Key Worker calls the parent / guardian at 9:45am to inform them their child is not currently at ELATT. If there is no response to the call, the Key Worker follows up by sending an SMS.

- At the end of the week Key Workers check through SMS sent, and if a student has been sent more than 1 SMS absence text in a week, the Key Worker will follow up with a phone call to the parent / carer to confirm reasons for absence
- Key Workers continue to monitor attendance. If attendance does not improve, then the following stages are instigated:

Stage One

Unauthorised absences which indicate that the student is below the minimum threshold of 85% will be discussed by the Key Worker with the student. The Key Worker will ask for input from the student's teacher. The outcome of the meeting will be to set targets to improve attendance so that it meets the threshold.

Stage Two

If the student does not respond or attendance remains unsatisfactory, the Key Worker will invite the student to a meeting with the Key Worker, Sixth Form Coordinator and parent / carer. At this meeting the student will be told that their continued studies are at risk if their attendance does not improve. A formal, targeted action plan to improve attendance and/or punctuality is agreed.

If the student does not respond or does not attend the meeting, the process passes immediately to Stage Three.

Stage Three

If the student continues to be unresponsive or attendance does not improve, the Vocational Manager will invite the student and parent / carer for a progress discussion. At this interview, the student is warned that if their attendance does not improve their continuation on their study programme is at risk and they could be removed from the programme.

If the student does not respond or does not attend the meeting, the process will usually progress to Stage Four which is removal from the course. However, given the often vulnerable nature of our Sixth Form student group, and in consultation with the Local Authority where applicable, ELATT reserves the right to give a student a further chance and this will be determined on a case-by-case basis.

ADULT VOCATIONAL

Student Support monitors all attendance by checking registers and visiting all sessions at 9.30 and 18.00 for evening classes. If a student is absent and we have not received a message to explain their absence, student support calls the student 9:45am or 18.15 to ask why they are not in class. If there is no response to the call, student support follows up by sending an SMS and email.

Student Support continue to monitor attendance. If attendance does not improve, then the following stages are instigated:

Stage One

Unauthorised absences which indicate that the student is below the minimum threshold of 85% will be discussed by the Student Support Manager with the student and the student will be asked to respond immediately.

Stage Two

If the student does not respond or attendance remains unsatisfactory, the Student Support Manager will invite the student to a meeting.

At this meeting the student will be told that their continued place on the course is at risk if their attendance does not improve. A formal, targeted action plan to improve attendance and/or punctuality is agreed.

If the student does not respond or does not attend the meeting, the process passes immediately to Stage Three.

Stage Three

If the student continues to be unresponsive or attendance does not improve, the Vocational Manager will invite the student for a progress discussion. At this interview, the student is warned that if they do not respond or their attendance does not improve, their continuation in the programme is at risk and they will be removed from the programme.

If the student does not respond or does not attend the meeting, the process passes immediately to Stage Four which is removal from the course.

LIFE SKILLS

Message provided to all Life Skills students during Induction:

ELATT expects students to attend every class if possible.

If you miss 4 classes you will be removed from the course

If you will be late or cannot attend class for any reason, text/call and leave a message for your Tutor [*Name and Number*] OR [*email*]@elatt.org.uk

Do not arrange appointments during class time. Your tutor can write a letter to the JobCentre to help you if necessary.

Lateness

Tell your tutor if you are going to be **more than 15 minutes late** to class.

Detailed procedure for Unauthorised Absence

Where a student is not attending, tutors will inform students as follows:

After the first unauthorised absence:

- If you miss 4 classes you will be removed from the course. You have now missed 1 class.

After the second unauthorised absence:

- If you miss 4 classes you will be removed from the course. You have now missed 2 classes.

After the third unauthorised absence:

- If you miss 4 classes you will be removed from the course. You have now missed 3 classes. **YOU MUST NOT MISS ANY MORE CLASSES.**

After the fourth unauthorised absence:

- Notice of removal from your course. You missed your last ELATT class [Course name] and you did not provide an acceptable reason. This was an UNAUTHORISED absence. You have now missed 4 classes and you have been removed from the course.

Detailed procedure for Authorised Absence

Where a student is not attending, tutors will inform students as follows:

After the first authorised absence:

- If you miss 4 classes you will be removed from the course. You have now missed 1 class. Please talk to your teacher if you are going to miss any more classes.

After the second authorised absence:

- If you miss 4 classes you will be removed from the course. You have now missed 2 classes. Please talk to your teacher if you are going to miss any more classes.

After the third authorised absence:

- If you miss 4 classes you will be removed from the course. You have now missed 3 classes. **YOU MUST NOT MISS ANY MORE CLASSES.** Please talk to your teacher if you are going to miss any more classes.

After the fourth authorised absence:

- Notice of removal from your course. You missed your last ELATT class [Course name] and you did not provide an acceptable reason. You have now missed 4 classes and you have been removed from the course. Please speak to your tutor if you have any questions.