

Learner Attendance Policy

1 Purpose and Scope

Attendance refers to the scheduled time spent on college programmes. This can be categorised as classes, community visits, work placements or workshops as specified in the learner’s Study Programme in college or a temporary home learning programme or Individual Learning Plan.

Regular and consistent attendance at college is expected and is critical to any learner’s success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the learner’s programme of study and the college will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. Poor attendance may also be an indicator of safeguarding concerns. Therefore, all attendance will be fully monitored throughout the study programme.

Each case of absenteeism is different and will be treated individually. The college accepts that many causes of absenteeism exist and will work with parents/guardians, carers, and learners on an individual basis to best address the needs and wants of each learner.

All learners are expected to attend all of their timetabled days unless prior agreement has been made. The college does not encourage parents/carers to take a young person out of college on holiday during term time. This will be deemed as unauthorised absence unless there are clear benefits to the learner’s well-being and quality of life. Parents must apply for this in advance by emailing the Head of College to ask permission for their young person to be out of college during term time. Only when this process has been followed, and the request approved, can absence be coded as ‘authorised’.

2 Absence from College

Staff have a vital role to play in ensuring that learners who are absent from college on medical grounds have the educational support they need. Therefore, when learners are absent from college, staff will make every effort to ensure that they are able to keep up with their work, as far as their medical condition allows. Home learning resources can be provided if a learner is unable to come into college but is well enough to work.

Authorised absence from college should only be coded as such when parents have given prior notice to the senior leadership team of a request for a learner absence and this has been approved by the Senior Leadership Team.

3 Who is involved in the process?

The college Senior Leadership Team will monitor the operation of this policy by receiving regular reports on learner attendance.

4 The Process

Parents/guardians or carers of learners are required to report absences to the Learning Support Co Ordinator (LSC), either by telephone or email, before 9 am. The LSC will then inform the teachers and will update the register. Learners who are absent for 5 days or more will be required to produce a medical certificate or appropriate piece of evidence to cover their period of absence.

When a learner is absent without notification, the LSC will contact their Parent/Guardian/Carer within 2 hours of the learner’s scheduled start time.

Policy Owner	Head of College	Date:	December 2024
Policy No.	AaA 103a	Version No.	2.1

The Curriculum team (Campus Curriculum Managers and Assistant Principal Curriculum (APC) are responsible for the timely response to learner attendance issues, and the reporting of such issues to the Senior Leadership Team where appropriate. There is a process in place to support this to happen.

The curriculum Team are required to monitor learner attendance via the register and to address issues of absenteeism according to this policy.

The college Data Officer is responsible for producing weekly attendance reports for the curriculum team to review and identify any issues with attendance or coding.

Where a learner is absent for 10 consecutive days (including weekends) Ambitious College has a duty to report this to the relevant local authority as per the terms of our NAS contract. This is particularly important in the light of our PREVENT duty. The Assistant Principal Curriculum is responsible for carrying out this task.

It is the role of the Local Authority and parents to ensure that transport is arranged and provided to enable learners to attend college.

It is the responsibility of all staff involved with the recording and reporting of attendance to understand the coding system for registers so that accurate analysis of the data can take place to ensure the safeguarding of all learners on roll.

Staff must take timely and accurate registers at the start of each day. This is because:

- Learner attendance is closely linked to successful learner outcomes;
- The college has a responsibility to know which learners are at college and a duty of care for young adults when at college;
- Registers are an auditable criterion linked to funding;
- Registers are a legal document
- Registers are used to evidence a learners Study Programme.

Attendance and register audits will take place regularly. Staff have a responsibility to immediately report issues, problems or concerns with taking registers to the Head of Campus.

Statutory Documents in relation to attendance:

DFE Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education->

Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

Policy Owner	Head of College	Date:	December 2024
Policy No.	AaA 103a	Version No.	2.1