



Attendance & Punctuality Policy

2018-2019



European Union
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Social Fund



**Education & Skills
Funding Agency**

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LINE MANAGER RESPONSIBLE:
LAST REVIEW DATE:
NEXT REVIEW DATE:

Director of Operations
August 2018
August 2019

1.0 Purpose:

All learners must recognise that good 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 existing and future employers and staff will ensure that learners make a direct link between positive attendance and punctuality and successful outcomes.

2.0 Aim:

The aim of this policy is to ensure that there is a clear and consistent approach to managing punctuality and attendance within the company and that high expectations are laid down for both staff and learners.

The key underpinning principles are as follows: -

- Outline clear expectations for attendance and punctuality.
- Define minimum levels of attendance and punctuality.
- State the sanctions that may be invoked as a result of unacceptable attendance and/or punctuality.
- Define notified absence, lateness and approved absence.

3.0 Expectations and standards

- All training and assessment sessions must start and end on time.
- Attendance is expected to be 100% and all learners are expected to arrive on time for the start of each training session or assessment session.
- Learners must report any absences to the Operations team via the dedicated telephone line (01527 407 140), or email (hello@interlearn.co.uk) before 08:45 of each day of their absence.
- All absences will be reported to employers for those learners who are studying on apprenticeship training programmes.
- Learners who arrive after the start of a training session will be marked as late, with the number of minutes recorded.

Late arrivals are expected to join their training session, causing minimal disruption and should discuss their reason for lateness with the tutor/assessor at the next break or close of the session.

4.0 Intervention support for learners with poor attendance

4.1 Those learners with attendance below 85%

Learners with an attendance rate of less than 85% are at a significant risk of not achieving their qualification aims and/or completion of their programme. At this level the Operations Manager must make every effort to meet with the learner and their employer/parent (if appropriate) to discuss these serious concerns relating to either punctuality or attendance.

Following the meeting, SMART targets for improvement will be set and a letter detailing the outcome of the meeting will be placed on the learner's file. A copy will also be given to the employer/parent.

If there is no improvement at the time of reviewing the SMART targets with the learner, then disciplinary action may be taken.

If a learner has not attended any training sessions for at least four continuous sessions and has not informed us of any reason for absence, the learner will be automatically withdrawn from the programme and a withdrawal notification will be sent to MIS.

5.0 Punctuality expectations

We will operate a clear and consistent approach to managing punctuality across the training group by all managers, tutors and assessors. Consistency is vital to improve punctuality and sets out the expectations for all training sessions or assessments.

5.1 What constitutes being late: -

Anything over five minutes into the start of the training session is considered to be late. All learners will be asked to explain their lateness and their lateness will be recorded on the register. Learners will then be integrated into the session/workshop, with minimal disruption. Support will be given to update the learner on what they have missed.

6.0 Review and monitoring

The impact of this policy will be measured through weekly attendance and punctuality monitoring and annual data analysis comparisons.