

Learner Attendance Policy

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Notes	This document should be used in conjunction with: <ul style="list-style-type: none"> • HBXL Learner Behaviour and Disciplinary Policy • HBXL Adult Safeguarding Policy

1. Introduction

Minimum levels have been developed as part of our commitment to Safeguarding and this is especially important for SEND learners with regard to ensuring all appropriate stakeholders are aware of when they are missing from training or education and therefore could be ‘at risk’.

We are committed to providing a supportive learning environment which enables all learners who have chosen to study with us to achieve their full potential and gain paid employment in a safe, supportive environment which fully reflects their individual needs.

2. Policy Statement

Attendance is a key component in learner retention, progression, achievement and employability. Regular attendance and achievement are closely linked. Learners who actively participate in their learning by attending sessions regularly are more likely to enjoy a rewarding experience in which their knowledge, skills and abilities are developed and successfully complete their course.

We expect learners to attend a minimum of 90% of their agreed days of remote learning.

Learners should arrive on time and remain for the duration of the session. Late arrival at, and early departure from, sessions means learners might not achieve their course certification.

Learners are responsible for:

- a. Attending all training sessions agreed.
- b. Notifying their Tutor in advance (e.g. in person, by phone or by email) when they expect to be absent from the session.
- d. Notifying their Tutor in respect of unplanned or unforeseen absences within 24 hours, providing corroborating evidence to explain their absence where appropriate.

Tutors and the Learner Engagement Manager are responsible for:

- a. Reminding learners of the importance of regular attendance.
- b. Recording attendance using agreed paperwork specific to each learner programme.

The Skills Academy Lead is responsible for ensuring that:

- a. An accurate record of learner attendance is maintained and updated regularly.
- b. That any absence is followed up timely if learners don't arrive to ensure Safeguarding practice is 'effective'
- c. There are regular reviews of each learner's progress including attendance, lesson observations and assessment moderation.

Where a learner's attendance is unsatisfactory, one or more of the following actions may be taken:

- a. The Skills Academy Lead may contact the learner to seek an explanation for their unsatisfactory attendance.
- b. Learners may be invited to discuss how their attendance will be improved and any support that may be required.
- c. Learners may be given a formal written warning about their attendance by the Skills Academy Lead.
- d. Learners may be withdrawn from the programme if they fail to respond to written warning.
- e. The Skills Academy Lead, when writing references, may refer to the learner's record of absence.

We appreciate that there may be circumstances where the learner is unable to attend training. In these cases, the learner will be asked to notify their tutor in advance, in person, by phone or by email.