

Attendance Policy

INTRODUCTION:

Brighter Futures are committed to providing a full and effective learning experience for all Students. We believe that if Students are to benefit from learning, good attendance is crucial. As a Training Provider we do all that we can to ensure maximum attendance for all Students. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

The company will actively promote and encourage 100% attendance for all our students.

We see the monitoring of attendance as an important element of supporting both Student retention and performance. Regular and appropriate attendance has been Brighter Futures requirement for many years.

The following guidance is intended to give staff and Students a greater clarity in relation to company's expectations of an effective attendance monitoring process.

Aims

Brighter Futures are committed to providing outstanding quality training that exceeds our students' expectations and provides a platform for Students to succeed within their chosen career paths. To achieve this, we must maximise Students' access to learning and progressive pathways by.

- Setting high expectations for attendance and punctuality at all timetabled sessions, this includes vocational, enrichment, maths, English, work placement.
- Working in partnership with Students, parents/guardians when needed and employers. Thus, ensuring excellent attendance and punctuality is maintained and any concerns are swiftly actioned in order to ascertain there is no negative impact to the students learning journey.

Objectives:

- To encourage full attendance and punctuality.
- Keep an accurate and up to date record of Student attendance and absenteeism.
- For tutors to manage attendance issues and liaise with Students and parents.
- To inform Management/Tutor and parents of attendance and punctuality issues.
- To identify causes of non-attendance and act.
- To improve attendance of individuals and groups.
- To improve Student attainment and achievement.
- Review the policy annually.

Brighter Futures will:

- Issue Students with an attendance target.
- Contact the Student and Parent where there is no attendance and no contact. Brighter Futures will make contact on the same day. Registers will be updated to reflect the outcome of the contact.
- Monitor attendance and contact non attendees as an integral part of their role to establish a routine approach and better understanding of patterns, trends and issues.
- Maintain a central system that has been developed to facilitate the attendance.
- Ensure all staff act as a role model for Students.
- Give attendance a high profile and praise Students who arrive on time
- Take prompt action with Students who are late or absent without explanation.
- Keep registers daily and ensure accuracy.
- Look for patterns of absences and consider impact of curriculum upon attendance alongside other possible causes.
- Maintain a system for rewards and sanctions.
- Maintain a procedure for contacting Students who have failed to attend ensuring Tutors follow up all non-attendance with agreed communication methods.
- Ensure attendance or progress deemed as unsatisfactory action will be taken and logged at an early stage. Initially this may be informal but if there is no immediate improvement or no satisfactory explanation from the Student the following procedure may apply.
- Ensure an action plan is in place where minimum standards of attendance are not being maintained.
- Issue formal warnings where attendance is not improving, and progress is affected.
- Monitor Student progress and evaluate if attendance is negatively impacted on distance being travelled.
- Ensure home study will be monitored by the tutor with required project completion.
- Ensure sickness procedure is adhered to. 3 periods of sickness results in a formal discussion with the Student.
- Identify benefits, improve retention; identify Students who may need further assistance.
- Discuss noncompliance of the attendance policy, with the possibility of the Student being withdrawn from the programme.

Brighter Futures Expectations of Punctuality and Attendance

- Brighter Futures expects minimum 95% attendance and punctuality at all Student timetabled sessions. This also includes work placement activities and any externally arranged events.
- Attendance of all Students will be reviewed after the first 6 weeks of the academic year. Any Student who has not achieved at least 90% attendance and who cannot provide justification for low attendance will be withdrawn from Brighter Futures and signposted to an alternative provision.
- Attendance will be regularly monitored throughout a Student's time in learning. Any attendance below standard will be discussed with the Student and if applicable parent/guardian with either a support action plan agreed or disciplinary action.

- Students are expected to contact their Tutor/education site by no later than 9.30 am on the day of due attendance to report any absences. Any holidays taken must not be in term time as this will impact on progress of learning if holidays are booked in term time they will not be authorised.
- Any Students who are absent without contact or reason, Tutor will contact Student and parent by end of timetabled day to confirm non-attendance and establish reason.

Policy and Guidance

- For Brighter Futures to monitor and improve attendance and punctuality it is essential that all registers on Evolve are updated accurately and in a timely manner. The Tutor responsible for the session must complete the attendance register on Evolve as soon as possible and in all cases by close of play of the day in which the session falls. Failure to do this may result in Students missing out on Bursary and could cause inconvenience and stress.
- Students are expected to make medical and other appointments outside of their timetabled hours. However, where a Student knows in advance that they are unable to attend a lesson, they must report this absence to their Tutor and provide evidence of this absence in advance. Their tutor will then consider.
 1. Whether the case is reasonable
 2. The number of absences taken by the Student
 3. Repetitions of the same absence reason
 4. Whether the reason for absence is backed up by evidence or legitimate reasons for example.
 - Medical appointments which cannot be made outside of timetabled hours
 - Religious holiday
 - Attendance at a funeral
 - Severe disruption to a transport
 - Adverse weather

An absence will not be authorised for;

- Holidays booked within term time
- Birthdays
- Leisure activities
- Full or part time work (other than work experience as part of timetable hours)

When a Student returns to their learning following an absence, their Tutor needs to discuss their absence and draw attention to the attendance policy and agree actions and support in order to address any missed gaps in learning.

Bursary

For Brighter Futures Students approved as eligible to receive support from bursary funds, attendance is also important with regards to the level of support they can expect to receive on programme. As Brighter Futures will look to provide in advance bursary support where possible, Students who subsequently appear as Unauthorised Absent on these days will be deducted a proportion of future reimbursements to reflect this.

In addition, Free Meals eligible Students will be provided with vouchers to cover lunch purchases across the educational week. However, if a Student is Unauthorised Absent for a full week, they will not receive the following week's Free Meals vouchers.

Student Expectations

All Students are expected to:

1. Attend 100% (minimum 95%) of all timetabled sessions relating to their programme of study as confirmed in your independent learning plan.
2. Report any absence to their Tutor/education site by no later than 9.30 am on the first day of absence and every subsequent day of absence.
3. Do everything possible to avoid any unnecessary absence for example, making medical appointments outside of their timetabled sessions.
4. Avoid going on holiday during term time.
5. Provide medical evidence for absences more than 5 consecutive days.
6. Comply with our Attendance and Punctuality Policy and associated support and sanctions if attendance falls below 95% in any area of their timetable. For example, any English and maths that falls below 95% attendance their will be reduced timetable for practical sessions until this attendance improves.

Brighter Futures recommend that all Students check their attendance regularly on their Evolve account. Attendance matters and can impact on progress and any potential references to employers or universities.

The Student will:

- Take responsibility to inform the company if they are unable to attend their Work placement/Training session.
- Be on time for their teaching sessions.
- Make up their time at the end of the day, if late arrival.
- Notify their personal tutor/ admin of non-attendance by 9.30 am.
- Ensure authorised absence's (Medical /Personal /Job interviews) is agreed in advance with their Personal tutor.

- Ensure they arrive on time and adhere to the attendance policy. Learners who have an unacceptable record of continuous lateness, unauthorised absenteeism or sickness will be issued with warnings following the disciplinary procedure.
- Completed home study work provided and to be given to personal tutor upon return.
- Work towards achieving their attendance target and be committed to ensuring all progress deadlines, milestones are making effective progress.

Poor Attendance/Punctuality Process

