2023
V3

Attendance, Lateness & Punctuality Policy

Introduction

Attendance, Lateness & Punctuality Policy

Debut Academy's courses require a high level of active participation on the part of learners. It is in the best interest of every learner to ensure that they attend all timetabled activities associated with their course. This policy sets out the minimum standards and expectations that Debut requires in terms of student attendance and punctuality, and the sanctions that may be taken if students do not engage fully with their course.

Strategy Statement

The first and most important requirement is to promote high attendance, punctuality and learner expectations. Learners are made aware of these necessities at Induction, Class Overview Induction and throughout their course. Debut's commitment to attendance and punctuality monitoring will ensure that learners will contribute to our obligation to meet and surpass the national average attendance percentage figures. High attendance will also ensure learners reaching timely targets and feed into success rates.

Debut Academy supports good attendance and punctuality through:

- Setting out attendance expectations for learners – *through target expectation values*.
- Offering Award Incentives – *through learner individual high attendance and cohort high attendance (monthly).*
- Monitoring learner's engagement with their programme – *through prompt submission of coursework/homework, high exam achievement, completion of compulsory tasks, in-class involvement (practical and vocal), quality of work and registration.*
- Recording learner attendance/absence – *through comparison of weekly monitoring of learner running total of attendance of main aims and enrichment against hours programmed*
- Reporting on and reviewing learner engagement with their programme – *through questionnaires, review meetings, learner motivation and walkthrough observations*
- Acting upon continued unauthorised absence and non-engagement with the programme –*Ensuring a thorough and clear procedure exists (Absence Procedure Flow Chart) to address attendance or non-engagement at earliest opportunity with measures to address any issues as appropriate.*

Responsibility and Authority

The organisation has ultimate responsibility for overseeing all aspects of attendance and punctuality ensuring protocols are effective, robust, and reviewed on a regular basis. As such two senior members of staff have been designated as Attendance Personnel.

The designated Attendance personnel are:
Bobbie Hales
Data Analyst & Centre Manager SLH
01268 560552
bobbie@debutacademy.com

Jade Schaverien
Student Liaison
01268 560552
Jade@debutacademy.com

Jade Schaverien is Debut's staff member responsible for checking attendance logging in by all learners via the TimeMoto system. Her role is to manage and monitor learner and cohort attendance, record data and set attendance review meetings, overseeing all aspects to ensure Debut's targets are met.

In addition, Jade carries out an attendance data run at the end of each month. This provides actual attendance statistics per learner, per cohort, per Center and per funding band. This enables Management to continuously monitor attendance closely and any learners who are ragged red are sent a letter and put on report.

Definition of Attendance

Attendance expectations are notified as follows:
- Learner Target Expectation criteria is issued to all learners and this sets out a minimum attendance of 95%. This information is also advised in the Learner Handbook and displayed around the Academy. It is also relayed to learners at induction.
- Attendance hours/sessions relate to guided learning hours as specified on each learner's timetable. This includes any enrichment training, workshops, educational trips and enrichment learning and wider curriculum sessions.
- Attendance refers to the full hours programmed into a learner's timetable for their main aims and secondary aims (functional skills).
- Learners log their attendance by TimeMoto system (finger printing in/out of lessons). If they are having offsite or remote lessons, they will use the TimeMoto APP to log in and out.

Punctuality & Lateness

- Learners are expected to arrive punctually for all timetabled activities. The late arrival of learners may delay the start of teaching or be disruptive or distracting for other learners and the staff teaching. For this reason, lateness will be challenged by staff when appropriate.
- Admission to the class of latecomers is at the discretion of the tutor in charge of the activity.
- If it is deemed that the late arrival may be detrimental to the class session running at that time or if a walkthrough, observation, exams or similar activities are being conducted, then the learner will be found an alternative learning location or join another class in the interim.
- Persistent lateness will result in a formal meeting with the learner and their Assessor, which will involve a review of their attendance statistics. The learner in question will have their attendance monitored until the deficit hours are made up and the learner is attending regularly. A Stage 1 Disciplinary under Academic Performance Category A will also be initiated for the learner. This will detail an action plan of targets the learner will be asked to meet to resolve all matters.

- Learners who have lateness and punctuality issues that are a result of personal circumstances will be encouraged to seek help to resolve any matters so their attendance can be improved. Support and advice will be provided to learners as necessary as an ongoing measure and may involve further attendance review meetings.
- Debut will endeavour to take any necessary measures to help learners with attendance issues, providing motivational workshops, changing class cohort location or trying to organise help with transportation if necessary.

Definition of Absences
- Learners are advised at Induction of what is considered an acceptable and non-acceptable absence.
- The specific absence acceptable explanations are in line with most training providers and are as follows:

Attendance Expectations

ACCEPTABLE	NOT ACCEPTABLE
❖ Hospital Appt. with letter	❖ Dentist Appointment
❖ Holiday (pre booked)	❖ Doctor Appointment
❖ Unwell (reported illness)	❖ Deliveries/Workmen booked
❖ Jury Service	❖ Signing On
❖ Observance of Religious Festival	❖ Birthday
❖ Funeral of Family Member	❖ Personal Problems
	❖ Child minding

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- Learners are advised that each absence notification will be considered on its individual merit and the prior attendance % of the learner is taken into account.

Recording of Absences & Lateness
- Learners are advised to complete an Absence Notification form if they wish to book any absence in advance (such as holiday, medical appointments etc.)
- Absence Notification Forms are available from Debut Admin and must be passed to the learner's tutor for approval and in advance. The form should then be passed into admin who will record the information against the learner as an 'authorised absence'.
- Completed Absence Notification Forms are filed by the Student Liaison and she will enter a note on Hubspot to advise any staff that need to know.
- Learners who fail to complete an absence notification or fail to notify reason for absence will have an 'unauthorised absence' recorded against them.
- Lateness, punctuality and attendance data is added to the ILP for each learner and raised at review meetings.

- All attendance statistical information is recorded on an ongoing basis per week for each learner. Details of authorised and unauthorised absences are noted and a comprehensive and clear record can be accessed at any time for learner or cohort as required.

Reviewing Ongoing Lateness

Debut recognises that persistent or intermittent lateness or attendance issues should always be investigated and monitored in order to ensure there are no poor teaching and learning concerns. If poor class management, poor curriculum or poor tutoring is fed back by learners and highlighted as a possible contributing factor, then an immediate walkthrough observation will be conducted by a Senior Tutor to verify any supporting evidence of this nature. The Head of Teaching, Learning & Assessment will feed back any issues and a support plan will be put in place.

Notification of Absence

- Learners are advised how to report any absence or lateness at Induction or during their two day class inductions as follows:

Non Attendance

- Report by 9am (non attendance or running late)
- Text or Ring Academy Mobile to 07826 916947
- Email Admin: robi_debutnbta@hotmail.co.uk or linda_debutnbta@hotmail.co.uk
- Messages direct – not through others
- Late Reason Slip – completed
- Attendance monitored – must be 85% or over
- Hours missed made up
- Missed hours – impacts on qualification (learners take responsibility to catch up)
- Unreported absences – unacceptable, next of kin contacted

- Learners are therefore required to report absences or lateness by 9am.
- Failure to do so before the start of the lesson will result in Admin following a procedure to clarify reason for absence (following absence procedure flow chart). This will include phoning and/or texting the learner to ask directly why they are not in their class.
- If the learner fails to respond to contact by Admin then the learner's next of kin will be contacted to seek absence information. Admin will follow the Absence Flow Chart Procedure as a standardised measure for all unknown absences. See Annex A for flow chart.
- Admin will inform the tutor at the earliest convenience of any absence reasons so these can be notified on the register for the session in question.

Absences/Punctuality Leading to Withdrawal of Course Place

- Every learner's attendance is monitored from the onset of their course start. Any learners who have attendance or punctuality issues are asked to make up hours as soon as they can as a matter of policy.
- Learners who have attendance and punctuality issues so early on in their programme are warned that their course place would be at risk if they did not resolve matters with immediate effect.
- Learners who have a Stage 1 Disciplinary under Academic Performance Category A implemented with actions and resolve their attendance and punctuality issues will have a follow up meeting to notify them there will be 'no further action'.
- Learners who have persistent attendance and punctuality issues and fail to improve upon and make up hours to bring them up to the minimum national average % following a meeting with their tutor, in addition to implementation of a Stage 1 Disciplinary under Academic Performance Category A, and failing to meet their action plan targets, will be escalated to a Stage 2 Disciplinary. This will result in a verbal warning giving 7 days to improve and notified that failure to improve will result in a written warning. Failure to improve after a written warning will result in a final written warning and withdrawal notice from course. Please refer to Debut's Disciplinary Policy for further information.

Attendance Recognition

- Debut continually gathers attendance and punctuality statistics in order to monitor excellent or praiseworthy attendance, as well as attendance that falls below expectation. Debut encourages learners to achieve high attendance targets through attendance awards.
- Monthly highest class cohort attendance is monitored and learners are notified of the monthly winners. This encourages class members to support each other to keep attendance high throughout their course.
- Individual high attendance of 100% is acknowledged by a certificate and badge of recognition, awarded to learners who meet this target.
- Learners achievement are praised on the Debut Website, Success Board and Debut Facebook site to promote self-esteem and also encourage others to strive towards this goal.
- Learners who may have attendance or punctuality issues through personal circumstances or social background reasons are supported and their distance travelled in improving attendance and punctuality is recognised equally.
- All tutors will receive statistics monthly on each member of their class on their overall attendance achievement, so they can address any matters quickly.

Linked Policies

Please refer to Debut's linked policies below for additional information regarding Attendance, Lateness & Punctuality Standards:

- Apprenticeship Expectation Policy
- Code of Conduct – Learner Policy
- Contingency & Change of Circumstances Policy
- Communications Policy
- Confidentiality & Disclosure Policy

- Data Protection Policy
- Disciplinary Policy
- Employer Guidance Policy on Disciplinary for Apprentices
- Employer (Work Based) Support & Expectation Policy
- Equal Opportunities & Inclusion Policy
- Grading, Academic Standards & Feedback Policy
- Guidance Policy
- Grievance Policy
- IAG (Information, Advice & Guidance Policy)
- Induction Procedure – Learner Policy
- Learner Support & Super Group Policy
- Learner Charter Policy
- Learner Positive Behaviour Management Policy
- Learner Safeguarding & Safeguarding Vulnerable Adults Policy
- Learner Contribution & Learner Voice Policy
- Mentoring – Learner Policy
- Observation of Teaching, Learning & Assessment Policy
- Off-Site Educational Trip & In Workplace Tutoring Policy
- Review & Appraisal – Learner Policy
- Teaching & Learning Policy

Policy Revision
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