

# Luton

## Adult Learning

### Policy and Procedure

#### Attendance and Punctuality Policy

Policy	Attendance and Punctuality Policy	<b>How to contact us</b>  Telephone: 01582 490033  email: <a href="mailto:info@lutonacl.ac.uk">info@lutonacl.ac.uk</a>  Or in writing: Luton Adult Learning, Arndale House, 2nd Floor The Mall Luton LU1 2LJ
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If you require this information in large print, audio, Braille, alternative format or in a different language, please contact us and we will do our best to help.

## **ATTENDANCE AND PUNCTUALITY POLICY**

Regular attendance and punctuality is vital for successful learning. Poor attendance and punctuality impacts not only on the success of the individual learner but also the learning experience of all the other learners in the group. Good attendance and punctuality are essential employability skills that are prized by employers and should be reinforced to the learners as such.

The expectation is that learners will attend all sessions and arrive punctually for each session. Where possible, holidays and medical appointments should be arranged to fall outside of class times.

If a learner has a pattern of lateness or is late for three consecutive sessions, an action plan will be put in place by the teacher in agreement with the learner.

In the event that a learner does not comply with the policy or meet the agreed outcomes of the action plan, Luton Adult Learning reserves the right to exclude the learner from the course.

### **Process for Concerns about Attendance**

We expect all learners to be present for all scheduled classes. If a learner has a disability or medical difficulty that directly affects their attendance this should be identified with the learner during induction. We will work with the learner to ensure that reasonable adjustments and support is in place and levels of expectation set accordingly.

Learners should know their own attendance levels and review this with their teacher as part of their individual learning plan. Improvement targets should be agreed and recorded in ILPs as necessary.

Teachers and managers will monitor attendance and will have high expectations that are shared with learners. If absence is unavoidable then learners must notify their teacher in advance wherever possible. Work will be set to cover the period of absence. Where learner absence has not been notified this will be followed up by a member of staff straightaway and learners will be expected to explain the reason for the absence. If absence falls below agreed levels the learner may be withdrawn from the course.

### **Process for Concerns about Punctuality**

Learners should arrive in time for the class to start promptly.

If a learner fails to do this on a regular basis, it should be raised as part of their regular review and set as a goal for them on their individual learning plan. If the late arrival is such that it is felt to be disruptive to the experience of the other learners and the learner does not respond to the teacher's feedback, this should be considered as a breach of the Learner Code of Conduct and as such a matter for discussion with the Programme Leader to agree an action plan to improve this.

In the event that a learner still does not comply with the policy or meet the agreed outcomes of the action plan, Luton Adult Learning reserves the right to exclude the learner from that course and from future courses.

A learner is deemed to be late if they do not arrive at the start of the lesson. Late arrivals should be marked using the code 'L' on the class register and on EBS.

If a learner arrives after the start of the lesson, the teacher will give the learner a red late slip to complete, giving the minutes late and reason for lateness. The teacher and learner will sign and date the late slip. The teacher will give the late slip to their Curriculum Support Officer.

The CSOs will record the learner's name, date, minutes late and reason for lateness. The PLs will monitor lateness and address any issues arising.

If a learner has agreed with the teacher that they will be late for the start of the lesson, the teacher will record this on the lesson plan and record work given in the learner's ILP. If the learner arrives after the agreed time, the learner will be marked as late.

Learners are expected to stay for the whole lesson, unless there are extenuating circumstances or leaving early has been agreed between the teacher and learner. The teacher will record work given in the lesson plan and ILP.

## **Punctuality Toolkit**

Strategies to help teachers address lateness and improve punctuality:

- Start the lesson on time
- Start the lesson with an activity that the learners won't want to miss
- Shut the door at the beginning of the lesson
- Give late learners a red late slip to complete
- Mark registers using 'L' code for learners who do not arrive at the start of the lesson
- Show learners alternative access to Floor 2, for example using the car park lift or stairs
- Embed punctuality into lessons, e.g. planning a journey to arrive on time, life skills such as planning ahead, sharing punctual learners' own strategies
- Put an action plan in place for a learner who is consistently late
- Celebrate punctuality