

# ELATT STUDENT HANDBOOK

## POLICIES, RULES AND PROCEDURES

# ATTENDANCE AND PUNCTUALITY POLICY

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## PURPOSE

As a student at ELATT you should understand that good attendance and punctuality are essential to help you achieve and be more employable. Both good attendance and punctuality are a mark of respect to your fellow students. Lateness and non-attendance, however, are disruptive to the group.

Our expectation is that you will attend 100% of your programme, and we have a minimum requirement of 85%. You will face action if your attendance falls to unsatisfactory levels without good reason.

In order to manage attendance and punctuality effectively, we will:

- Start and end all sessions on time
- Be consistent in our management of absence and punctuality
- Deal with issues quickly when they arise
- Help students who are experiencing genuine challenges
- Allow late students into class at an appropriate time based on the nature of the session
- Ensure that learning is not impacted by absent staff
- Recognise good attendance and punctuality as appropriate to the course of study

## ATTENDANCE AND PUNCTUALITY PROCEDURES

### Students

- If you cannot attend class you must contact ELATT (reception or your tutor) before the class start time on the first day of absence, giving a reason for your absence and how many sessions you are likely to miss
- You must arrange for appointments outside of class-time except in an emergency
- If you are late to class, and allowed into class, you need to enter the class quietly without disturbing the group, and give your reason for being late to your tutor at an appropriate time
- If you are often late or absent without good reason you will face disciplinary action
- You should arrange a buddy in class who can collect handouts or homework for you if you are absent
- In the event of exceptional circumstances or unforeseen events please talk to your tutor.

### Staff

- You must ensure that students understand our Attendance and Punctuality Policy at Induction
- You should monitor student absence and lateness and talk 1:1 to any student after 2 instances of lateness and/or absence
- You must also notify Student Support (for IT Vocational Team) or Skills for Life Admin (for SfL Team)
- You should make a note of students who are facing genuine personal problems that affects their attendance and punctuality and note this as a 'comment' in the tutor workbook
- You will need to start the disciplinary process where you have given a student notice and support to improve attendance and punctuality and this has not led to improvement Note: Please discuss with Student Support Team for IT Vocational Team and SfL Manager for SfL Team
- You should minimise the effect of staff absence on learning by organising cover and setting work
- You should encourage students to have a partner / buddy to help with communication in case of absence

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### **POLICIES, RULES AND PROCEDURES**

#### **IF A STUDENT IS LATE TO CLASS, TUTORS WILL**

- Record a late mark ('L') for any student who is not present 5 minutes into the session
- Help late students settle into the session without disruption by acknowledging the student on arrival and speaking to them at an appropriate time and before the session has ended.

#### **IF A STUDENT DOES NOT ATTEND CLASS, TUTOR WILL**

- Record an absent mark in the register, authorised absence being 'A' and unauthorised absence being 'U'
- Provide work to students who are on long-term absence to help them stay up to date with course work as appropriate to each student

#### **EXAMPLES OF AUTHORISED ABSENCE** *(this list is not exhaustive)*

- Job Centre appointment
- Job interviews
- Sickness/ illness
- Children's or dependent's illness
- Bereavement
- Funerals
- Religious holidays
- Hospital appointments
- Immigration appointments
- Unforeseen emergencies