London Brookes College
Attendance and Punctuality Policy

1. Definition

For the purpose of this policy:

- *'Attendance' means a learner being present at all required elements of the programme of study on which she/he has enrolled. Where the programme is delivered on LONDON BROOKES COLLEGE premises or a third-party premises, this includes classes, tutorials, and workshops, appointments and assessed sessions.*

- *'Punctuality' means arriving at a learning session in time to be settled and ready to participate before the session commences or, on rare occasions and with good reason, joining the activity up to five minutes late without disrupting the session. The Policy is part of LONDON BROOKES COLLEGE's quality assurance framework which includes attendance registration and associated electronic reporting systems.*

2. Rationale

London Brookes College believes that firm and effective management of attendance and punctualitycan play a major part in ensuring the success of learners in that

i) poor attendance and lateness by an individual learner detract from the likelihood of her/his personal success;

ii) poor attendance and lateness detract from the learning environment for all learners;

iii) acceptance by staff of poor attendance and lateness creates a significant negative impact on the programme as a whole and indicates a lack of respect for other learners and colleagues

iv) acceptance by staff of poor attendance and lateness demonstrates a lack of commitment to a learners' development

3. Core Principles

3.1 Learners will be expected to attend as defined above.

3.2 Staff charged with delivering classes, tutorials, and workshops or attending appointments and assessed sessions will commence delivery at the appointed time regardless of the number of learners present.

3.3 Some non-attendance may be permitted.

i) Non-attendance may be 'authorised' in advance by the member of staff charged with registering attendance.

ii) Non-attendance may be 'explained' in retrospect to the member of staff charged with registering attendance.

iii) Where non-attendance cannot be authorised in advance each learner must notify the member of staff chargedwith registering attendance as soon as possible through agreed channels.

iv) Communication of a student's non-attendance to their parent or guardian occurs automatically, once a student is entered as 'unauthorised absence', through the push notification within the data management system Bromcom.

4. Implementation

4.1 Implementation of this policy will be steered by the senior member of staff charged with managing Quality Assurance and informed by UKVI requirements.

4.2 Tutors will be responsible for the implementation of the policy on a day-to day basis for the programmes delivered in their curriculum area, whether on- or off-site.

4.3 Minimum levels of attendance will be set in advance of enrolment onto a programme of study and will be appropriately communicated.

4.4 Subject Lead Tutors will make arrangements for monitoring attendance and punctuality in that programme either

i) through each learner's personal tutor where a member of staff has been given that role; or
ii) through the member of staff charged with registering attendance for the programme.

4.5 Managers, tutors and the member of staff charged with registering attendance for the programme should make their best efforts to secure improvements in a learner's punctuality and attendance before the measuresset out in 4.5 and 4.6 below, which should be seen as actions of last resort.

4.6 If a learner does not meet the minimum levels of attendance or punctuality

i) specified by LONDON BROOKES COLLEGE without authorisation or acceptable explanation,
ii) 2 but subject where possible to a preliminary interview with the member of staff designated under 4.4 toexplore the causes of the lateness or absence: then:

- *they may be reported to UKVI;*
- *they may be withdrawn from their programme;*
- *they may not be allowed to progress on to other courses of study offered by LONDON BROOKES COLLEGE*
- *their employer may be notified where the cost of the course is met in part or whole by the employer*

4.7 If the learner's attendance does not meet the minimum level of attendance specified by UKVI which is 80% the Awarding body or London Brookes College will issue the learner with a warning letter. If this rate of attendance persists the learner will be withdrawn from the course.

5 Quality Assurance

Monitoring of the Punctuality and Attendance policy is undertaken at a variety of levels

1. *via reports compiled and presented to the Principal and the Board by the Assistant Principal or delegatedmember of staff charged with this role*

2. *Subject Leads will be charged with monitoring the policy on a day-to-day basis for the curriculum delivered in their area, whether on-site or off-site.*

3. *Tutors will be charged with accurately registering student attendance in their sessions and the reportingof absences to their line manager in line with this policy.*

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