



South Gloucestershire and Stroud College

Learner Attendance, Punctuality and Retention Procedure

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Please contact the Human Resources Department

Procedure Prepared by:	Kelly Gillett
Job Title/Role:	Directors of Curriculum
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Approved by:	Head of Quality
Date of Approval:	10 th May 2013 Extension: 15 th November 2013

Equality Impact Assessment



<p>Have you consulted on this policy? Details:</p> <p>What evidence has been used for this assessment?</p>	No		
<p>Could a particular group be affected (negatively or positively)?</p>	<p>Positive Impact Indicate Y where applicable</p>	<p>Negative Impact Indicate Y where applicable</p>	<p>Evidence</p>
Characteristics protected by the Equality Act 2010			
Age	N/A	N/A	
Disability	N/A	N/A	
Gender Reassignment (inc. Transgender)	N/A	N/A	
Race (inc. Gypsy & Traveller)	N/A	N/A	
Religion and Belief	N/A	N/A	
Sex	N/A	N/A	
Sexual Orientation	N/A	N/A	
Marriage & Civil Partnership	N/A	N/A	
Pregnancy & Maternity	N/A	N/A	
Characteristics designated by SGS as requiring due regard			
Carers and Care Givers	N/A	N/A	
Persons in Care and Care Leavers	N/A	N/A	
<p>If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? No</p> <p>If yes, please detail: N/A</p>			
<p>Should this policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment? No</p>			
<p><i>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is not required</i></p> <p><i>We understand that the Equality Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment</i></p> <p>Completed by: Gavin Murray Position: Head of Quality Date: 15th Nov 2013</p> <p>Checked by: Su Cavilla Position: QTLS Administrator Date: 15th Nov 2013</p>			

Learner Attendance, Punctuality and Retention Procedure

1. Introduction

- 1.1. At South Gloucestershire and Stroud College (SGS) we provide a supportive learning environment which recognises every learners' rights and responsibilities at all times. In order to achieve this the following procedure sets out our expectations on attendance, punctuality and retention.

2. Statement

- 2.1. SGS has high expectations of all learners and will ensure that all have the opportunity to excel in their chosen course of study. To enable full time and part time learners (of all ages) to succeed, the college expects that learners will attend all of their scheduled lessons on time and ready to learn.

3. Objectives

- 3.1. The purpose of the Learner Attendance, Punctuality and Retention Procedure is to ensure high standards of learner achievement through consistent attendance whilst providing a clear framework within which the college operates.
- 3.2. This procedure provides a framework for staff dealing with learners at risk of withdrawing from their course of study.

4. Responsibilities

- 4.1. Operational responsibility lies with Learning Mentor, Personal Tutor/Course Tutor or Training Advisor, who should record any actions taken within Marking Records (ILP).
- 4.2. The administrator should inform parents (if appropriate) using the standard pro forma letters contained within the Disciplinary Procedure.
- 4.3. In the event of withdrawal, the Head of Faculty assumes responsibility.

5. Related Policies, Procedures, Charters and Codes of Practice

- 5.1. Learner Disciplinary Policy & Procedure
- 5.2. Learner Charter

5.3. Learner Code of Conduct

6. Procedure

6.1. Your responsibilities:

6.1.1. Punctuality:

6.1.1.1. All learners are expected to arrive on time for: the start of lesson; return from break and/or lunches.

6.1.1.2. If learners are late, they must have a valid reason. It is down to the tutor's discretion if the learner is allowed to join the group

6.1.1.3. If a learner is not able to join the group and referred to the LRC to complete work, they are to join their group at an appropriate time, previously agreed with their tutor

6.1.1.4. All learners are expected to stay in attendance until the end of their lesson

6.1.2. Attendance:

6.1.2.1. All learners are expected to show at least 90% attendance on course registers.

6.1.3. To let your Learning Mentor, Personal Tutor/Course Tutor or Training Advisor know the reasons for your absence as soon as possible in cases of illness, family emergency or other pressing reason. You will normally inform us on the first day of your absence.

6.1.4. Full time learners are requested to obtain a sickness note from their doctor if absent for more than 5 college days.

6.1.5. To gain permission in advance from your Learning Mentor, Personal Tutor/Course Tutor or Training Advisor, if you are seeking to be absent from a future lesson or lessons, for example, in cases of family emergency or interview for University or employment.

6.1.6. To catch up on any missing work or planned assessment activity.

6.2. Failure to fulfil your Responsibilities:

6.2.1. Where you neglect to fulfil your responsibilities in respect of attendance or punctuality, you will be placing yourself at risk of disciplinary action under the terms of the Learner Disciplinary Policy.

6.3. On your return to College:

- 6.3.1. We will support you by discussing with you how you can catch up, for example, by giving you handouts of the work you have missed
- 6.3.2. We will provide personal support to enable you to cope with a period of settling back into your course

6.4. Early Completion of your Course:

- 6.4.1. Any learner who wishes to leave, having completed their course early, must put in writing the reasons of early completion to the Director of Curriculum at the relevant college site. Upon agreement, the Director of Curriculum will confirm in writing and ensure the curriculum team process all the relevant leaving documentation