



EmpowerEd

Unlocking potential, building futures

Student Absence Policy & Procedure

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EmpowerEd Student Attendance and Absence Policy

Purpose

The Student Attendance Policy has been developed to align with EmpowerEd's commitment to providing a supportive learning environment that empowers students to achieve their full potential. Consistent attendance is crucial for academic success, personal development, and progression. Therefore, EmpowerEd expects students to take responsibility for their attendance and punctuality, enhancing their learning experience and fostering skills essential for future success.

EmpowerEd recognises its duty to monitor and act on non-attendance to support students in completing their studies effectively. This policy aims to:

- Promote full and prompt attendance in all classes.
- Outline clear procedures for reporting and handling student absences.
- Ensure that students are supported in catching up on missed work to minimise disruption to their learning.

Attendance Expectations

- **Timely Arrival:** Students are required to attend all timetabled sessions as per their course schedule and arrive punctually. Late arrivals cause disruption and are unfair to both fellow students and tutors.
- **Advance Notification of Absence:** Parents must notify EmpowerEd in advance if they expect to miss a timetabled session. Notifications can be made via phone or email.

Procedure for Reporting Student Absence

- **Notification Deadline:** Students, or their parents/carers, are required to contact EmpowerEd at least 24 hours before a scheduled session if the student will be absent. In urgent cases, notification must be provided by **10am on the day of the scheduled session** at the latest. This can be done by phone or email.
- **Absence Monitoring:**
 - Tutors and the Centre Manager are responsible for monitoring student attendance.
 - All registers will be marked according to the reason provided for a student's absence.
 - Tutors will make a note in the registers to provide context for the absence, allowing for accurate attendance tracking.
- **Sign-In and Out Procedures:**
 - All students must sign in and out when arriving at and leaving sessions. This helps maintain an accurate record of student presence.

- **Record Keeping:**
 - Calendars, registers, and sign-in sheets are cross-referenced daily by management to ensure accuracy and compliance by both students and staff.

Absence Follow-Up

EmpowerEd employs a robust system for following up on student absences to ensure all students are supported in maintaining high attendance rates:

- **Daily Checks:**
 - Managers will conduct daily checks to ensure all registers have been completed accurately and that absences are correctly marked.
- **Actions Taken by Management:**
 - If registers haven't been marked or contain incorrect marks, staff members will be contacted for clarification and correction.
 - If a student has **two consecutive unauthorised absences**, immediate follow-up actions will be taken.
- **Attendance Interventions:**
 - In cases of poor attendance, EmpowerEd will take steps to address the issue proactively.
 - **Following an unauthorised absences**, a follow-up call or email will always be made to the student's parent/carer to understand the cause and provide support where needed.
 - If a student's attendance does not improve sufficiently, they may be asked to attend a meeting with the Centre Manager to discuss their attendance and explore solutions.
 - Senior management may also attend these meetings if deemed necessary.

Parental/Carer Involvement

- **Parent/Carer Notification:** EmpowerEd recognises the importance of parental involvement. In cases where a student is absent without prior notification, the parent/carer will be contacted to inform them of the student's absence and any actions required.
- **Support for Students:** EmpowerEd is committed to providing support for students who are struggling with attendance due to external factors, such as personal issues or health concerns. Students and parents/carers are encouraged to communicate any issues that may impact attendance so that appropriate support can be provided.

Compliance and Review

- **Staff Responsibilities:** All teaching staff are responsible for accurately marking attendance registers and maintaining up-to-date records. Non-compliance by staff, such as failure to mark registers, will be addressed by management.

- **Attendance Monitoring:** EmpowerEd will continue to monitor attendance trends and engage in regular reviews of this policy to ensure that it meets the needs of both students and staff. Where attendance does not improve following interventions, further action may be taken, including a review of the student's participation in sessions.
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This policy reflects EmpowerEd's commitment to ensuring a positive learning environment where students are encouraged to achieve their best through regular attendance. By working together with staff, students, and parents, we aim to create a culture of responsibility and accountability for learning.