**Purpose**

To monitor the attendance of learners on all training programmes and funding streams to ensure that relevant funding guidance is adhered to, and learners at risk of leaving programmes are identified and additional support where necessary is offered.

**Scope**

All training taking place at any site/venue delivered through Lifelong Learning and Skills.

**Responsibilities**

The responsibility for monitoring and reporting on attendance lies with all LLS staff:

* Sample checks will be carried out on non - roll on roll off course registers according to duration.
* Active monitoring at learner level as part of the routine Performance Management Review process.
* All registers to be accurate and complete by the end of the teaching session.

**Attendance**

All learners will be given information about attendance requirements during the induction period. Their attendance pattern will be detailed on their Individual Learning Plan (ILP).

If learners are unable to attend any part of their schedule training they must contact the relevant training site/venue before the class they are scheduled to attend or their tutor as advised at the start of their programme.

Absence can be:

Authorised:

* permission given in advance by representatives of LLS for a learner to be absent e.g. holiday
* Sickness
* Personal issues – to be approved by an LLS representative
* Special circumstances – to be approved by an LLS representative

Unauthorised:

* Any absence taken without the agreement of LLS

Guidelines for attendance monitoring have been established and communicated to tutors, trainers, assessors, and sub-contractors. These are:

* If a learner does not attend and no reason is given, they are to be contacted as soon as possible and the reason for non-attendance to be detailed in learner file
	+ - * If any learner misses two consecutive sessions of their course (even if reason known), the learner is to be contacted to ascertain what support can be offered (if applicable), and whether the course is still meeting learner needs
			* If a learner is unable to continue a course, even with appropriate support, the learner is to be withdrawn using relevant documentation
			* Onall courses, attendance will be monitored carefully to ensure all contractual obligations are being fulfilled. Guidance should be sought in respect of funding rules before any learner is withdrawn. If withdrawal takes place, there is an amendment form to complete to confirm the withdrawal
			* On programmes where there is an expected irregular pattern of attendance by learners e.g. drop-in and workshop sessions, clear guidelines for absence monitoring will be agreed to enable the tutor/trainer/assessor to contact learners and offer support at appropriate points
			* Learners are expected to be punctual. If a pattern of unpunctuality occurs, a learner will be referred to learning support. If punctuality patterns continue LLS may refer a learner to the disciplinary procedure
			* Assessors will review attendance of apprentices within the workplace at the monthly review. Any concerns raised regarding attendance within the workplace will be discussed with the employer and management.

**Leaving site without permission**

This refers to any instance of learners leaving site/venue without permission, or not returning to site/venue after an authorised break. Any instance must be:

* Followed up straight away by contacting the learner to ascertain why they have not returned to learning
* If the instance is felt to represent a safeguarding issue, the safeguarding lead for that site/venue to be contacted straight away
* Safeguarding lead to follow safeguarding procedure if required
* Learners to be made aware of issues not returning to site can create
* If behaviour persists, then the disciplinary procedure may be invoked.

**Review**

* Curriculum Leads and Managers to review attendance data daily to identify emerging trends or issues
* Attendance data to be reviewed by relevant Senior Management Team at Performance Management Reviews
* Actions arising from reviews to be included on Quality Improvement Plan for relevant Site/Area

**EBS Register Usage Codes**

To accurately record and mark learner attendance the following usage codes should be input within the EBS management information system.

|  |  |
| --- | --- |
| **Usage Code** | **Description** |
| B | Not Timetabled/Cancelled |
| E | Left Early |
| L | Late |
| R | Remote Learning |
| S | Sanctioned Absence (Appointments) |
| W | Work Placement |
| X | Absence (All Other) |
| P | Present |