Attendance Policy

Policy Date	1st September 2023
Review Date	1st September 2024
Written by	Clare Goode, Paul Goode
Approved by:	C. Goode Paul Goode

Policy Statement

Goode Teaching and Education Services sees good attendance as not only a good indicator of engagement with the course, but as a valuable work based skill. As such we place a high value on good attendance.

Attendance

Staff are expected to complete the Attendance Register at the beginning of each lesson, The register is a compliance aspect of our contract with the West Midlands Combined Authority (WMCA) as well as for Ofsted. Registers are stored on cloud based systems and this means that updates are reflected immediately on reports and date returns.

When a learner fails to attend a session, staff are expected to make contact and to log all contact attempts on to the learner records. Attendance is one of the KPI data points that are monitored. Should a student have continuous poor attendance (missing three sessions), staff should report this to their line managers so that action plans can be put into place to bring the students attendance back to an acceptable level.

Staff are encouraged to emphasise the importance of great attendance and we will actively reward learners with good attendance. At the end of the course, students with 100% attendance will receive a £25 Love2Shop voucher as a reward. Students with an attendance over 90% will receive a £10 Love2Shop Voucher.

Punctuality

Alongside attendance, punctuality is also important. We see this as a valuable work skill. Staff are expected to mark if a student is late for a session and like attendance, this has a data point measurement that will allow Goode Teaching and Education Services to spot patterns and to put measures in place to bring punctuality back to where it should be.

For their part, and to encourage positive behaviours, tutors are expected to start and finish the sessions at the set times. Lessons should not be held until everyone is there but started at the correct time.

Any students who have not arrived at the designated time, and who have not advised us of absence or lateness should be contacted immediately by the Teaching and Learning Support Officer so that the tutor is able to continue teaching the lesson.

Recording Attendance

There are four logs expected to be completed for every lesson.

1. Register - the learner should be marked on the register as either “Attended”, “Did Not Attend” or “Late”. If late, the time that the learner arrived should be logged in the notes next to the register entry.
2. Attendance Sheet - once a learner completes a lesson this should be logged digitally on the attendance sheet. This allows us to track the total guided learning hours that the learner has completed and is separate from the register.
3. Sign in sheet - learners are expected to sign in and out of the classroom. Time in and out should be recorded and the entry signed by the learner themself. This is a crucial document as it forms part of compliance and is something that is monitored by the West Midlands Combined Authority (WMCA).
4. Scheme of work in the learner workbook - the learner will need to date and sign the learner workbook in the relevant entry for the lesson taught that day.

The Attendance Sheet at all times should correspond with the scheme of work in the learner workbook whilst the register should always match the sign in sheet data.

Strategies for promoting excellent attendance

- New learners should be contacted the day before or on the morning of their lesson to remind them that they have a lesson taking place.
- Learners who have previously been late or had absences should be contacted before lessons.
- Regular reminders about voucher rewards.