

## **Lateness and Absence Procedures for Increased Flexibility Learners**

### **Objective**

Where possible, to reduce lateness and absenteeism by providing a procedure for recording, monitoring and acting upon emerging patterns and as a result of the risk assessment carried out for 14-16 year old learners.

### **Responsibility**

Assigned Tutor.

### **Procedure for lateness**

- On college days the assigned Tutor will record lateness on the form provided in the register and send this to Reception within 15 minutes of the start of the lesson
- On placement days the Reception will telephone all placement settings by 9.30am
- Reception will log any lateness on the Collaborative Learning Management system within 15 minutes of receiving the form/telephoning the placement setting
- The number of instances of lateness are recorded on the learner's report
- If a learner is consistently late, the matter is referred to the Head Tutor/ Key Worker, who will raise the matter with the Home School
- If a learner does not return from break the Key Worker/Home School is informed as soon as possible

### **Procedure for absence**

- All registers are marked twice daily
- Any authorised, unauthorised or un-notified absences are recorded in the register
- The Collaborative Learning Management system is updated twice daily
- On college days the assigned Tutor will record absence on the form provided in the register and send this to Reception within 15 minutes of the start of the lesson
- On placement days Reception will telephone all placement settings by 9.30am
- Reception will log any absence on the Collaborative Learning Management system within 15 minutes of receiving the form/telephoning the placement setting
- The number of absences are recorded on the learner's report
- All absences will be discussed with the Key Worker
- Concerns regarding consistent absences will be raised with the Head Tutor, Key Worker and the Home School if appropriate, and action will be taken and agreed