

## **Lateness and Absence Procedures**

### **Objective**

Where possible, to reduce lateness and absenteeism by providing a procedure for recording, monitoring and acting upon emerging patterns.

### **Responsibility**

Assigned Tutor.

### **Procedure for Lateness**

- When a learner arrives late morning/afternoon, the register will be marked 'L'
- The number of instances of lateness are recorded on the learner's twice yearly report
- If a learner is consistently late, the matter is referred to the Head Tutor for action who will raise the matter with the Training Coordinator and Nursery Manager. The learner will then be put 'on report', and reviewed after 4 weeks
- All actions will be recorded in learners' review files
- If a learner is more than 20 minutes late for a class the Tutor will arrange for them to be contacted, and the Nursery will need to be informed if the learner is being released for College. For learners under 18 the parents/next of kin will be informed

### **Procedure for Absence**

- All registers are marked twice daily
- Any authorised and unauthorised absences are recorded in registers
- After three consecutive absences Tutors will send a letter to learners requesting a discussion, and all actions will be recorded
- All absences are recorded in the twice yearly report
- All absences are recorded using the absence form; including those who have called in sick. The form is to be given to Reception during the morning break, and the Nursery will be informed
- If a learner needs to attend a medical appointment or book annual leave, the learner will need to fill in a form that will be signed and authorised by the Tutor, who will enter the details on the register
- The Tutors watch for patterns and advise the Head Tutor who will take appropriate action as with lateness
- Consistent problems will be discussed at Tutor review meetings and actions agreed