

Study Programme Attendance Policy

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Version Control

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1. Introduction

This policy outlines attendance expectations from learners and how WBTC monitors and tracks learner attendance.

It is a statistical fact in education that absence from lessons impacts on achievement. Therefore, at WBTC, we encourage all our Study Programme Learners to achieve the best possible attendance they can. This includes both face to face and remote delivery.

Many learners join WBTC with a poor history of attendance at school, with a history of school refusal and reduced timetables in place. WBTC aims to improve all learners attendance and has set an overall target of 80%.

WBTC have a Duty of Care to all our learners and therefore learners are expected to call the Centre to inform of their absence and the reason for this. If they do not call in they are called by either their Tutor or the Study Programme Manager.

Attendance is discussed in reviews and, where there is a reoccurring issue, contact may be made with parents/carers. Termly reports go out at the end of the Autumn and beginning of Summer Term and attendance is recorded.

2. Authorised and Unauthorised absence

All absence is recorded as unauthorised unless it is due to:

- Unavoidable medical and dental appointments supported with the appropriate documentation e.g. appointment cards
- Religious observance
- Exceptional family circumstances such as bereavement
- Educational visits
- Job Interviews
- Sitting an examination
- An appointment with other external agencies e.g. YOT, CAMHS
- Cancellation of classes by WBTC
- When permission for absence has been granted by the Study Programme manager

The following are deemed as **UNAUTHORISED** absences:

- Absences which have not been properly explained

- Sickness
- Holidays
- Looking after siblings
- Shopping
- Birthdays
- Not attending due to sick relatives
- Not attending due to adverse weather or cancelled public transport without calling into WBTC and discussing with someone in the Study Programme Team

3. Tracking and monitoring attendance

Learners with an attendance of less than 80% will be addressed and a plan of support put in place which may result in additional sessions.

All sessions on the timetable must be attended. If certain sessions are constantly missed a meeting will be held to discuss this and measures put in place to improve attendance across the learners' full programme.

If a learner has non-attendance for a period of 4 consecutive weeks, a final attendance plan will be agreed. If there is no improvement in the following two weeks, it will result in the learner being removed from their programme.

Good attendance of 90% and over will be rewarded by learners receiving a monthly reward of £20. This is paid directly into the learners bank account. Learners will only be eligible if they have attended a full month, learners who have joined part way through the month will have the opportunity to receive the reward the following month.

Attendance will be reviewed and considered in any future applications to WBTC and learners with poor attendance may not be considered to progress onto a further year. This will be monitored on a case by case basis.

4. Review

Notwithstanding our current policies and procedures, the Senior Leadership Team reserve the right to amend, curtail or terminate this policy at any time and without notice.

5. Quality Assurance

This Policy will be reviewed every year, or sooner if legislation, best practice or other circumstances indicate this is necessary. It shall remain in force until any alterations are formally agreed.