

Good attendance and punctuality is key to a student's success and achievement. Regular and consistent attendance enables students to take full advantage of the learning and teaching opportunities available to them and to get the most from their course. As such, students at Poultec Training are expected to attend all timetabled sessions.

Poor attendance can be a sign that a student is struggling or disengaged with their course of study. Recording, monitoring and reviewing attendance is a crucial mechanism in identifying students that might require additional support with their studies.

Poor attendance and punctuality not only affect the individual but also others who may rely on them in group projects and for peer learning. It can be disruptive for the tutor as well as other students if students are absent or late to timetabled sessions, and in some cases it can mean that planned activities are unable to take place.

Poultec Training is required to monitor attendance and report, as appropriate, to the Local Education Authority and Education Skills Funding Agency (ESFA).

We expect students to attend timetabled sessions; our target is that all students attend at least 65% of their timetabled sessions.

This policy aims to:

- make clear to students Poultec Training's expectations and responsibilities of them in regards to attendance and punctuality;
- set out the expectations and process for reporting any absences to Poultec Training;
- outline and explain Poultec Training's procedures for monitoring attendance and punctuality;
- outline the support and/or sanctions, which may be applied as a result of declining or unacceptable levels of attendance and/or punctuality;
- assist all students to take responsibility for their full and prompt attendance which will enhance their learning experience, develop their personal skills and promote retention, achievement and progression;
- meet Poultec Training's regulatory responsibilities in monitoring attendance

Student Responsibilities

High expectations around attendance help prepare students well for further study and future employment. Attendance, retention and achievement are strongly linked.

As a student at Poultec Training, you are expected to:

- attend all timetabled sessions as required by the course on which you are enrolled. This includes individual training sessions, group training sessions, tutorials and visits;
- arrive on time for sessions. Late arrival causes disruption to other students and is disruptive to the tutor;
- let us know in advance if you know you are going to miss a session, e.g. attending an open day or interview, by informing your tutor via email;
- report any unforeseen absence due to illness or other reason to your tutor by 9.30am on the first and every subsequent day of absence;
- avoid taking holiday during term time or making appointments during timetabled hours wherever possible;
- keep in regular contact with us in cases of ongoing absence and, wherever possible, provide evidence to support your absence (e.g. medical notes);

- catch up on any work missed due to absence or late arrival to a session

Procedure

All students are expected to register on arrival to site via Poultec's Sign-In system. This confirms attendance, absence and lateness.

In cases of unauthorised absence, contact is attempted by Poultec Training every day that the student is absent. Unauthorised absence is when a student does not attend a timetabled session without informing Poultec Training that they will be absent. This includes any undocumented medical, personal or other reasons for absence.

Where a student aged under 18 is absent, their nominated emergency contact (usually parent/guardian/carer) is notified of their unauthorised absence.

Individual students' attendance is monitored to enable members of staff to take positive actions towards absenteeism.

All students are made aware of their attendance record at regular points during the academic year.

Attendance is discussed at reviews, addressing any emerging concerns and support requirements. This includes for those students whose absence has been explained but where that absence may be having an impact on their study.

Addressing Attendance and/or Punctuality Concerns

Where there are attendance and/or punctuality concerns, the following three stage procedure will be initiated:

Stage 1

Where there are emerging concerns about a student's attendance and/or punctuality, their tutor will arrange to meet with them as soon as possible to discuss the reasons why and identify any support requirements. This discussion and agreed actions are recorded within the students OneFile journal and on CPOMS. The student's parents and/or guidance advisor will be invited to attend the stage 1 meeting. The student has a 28 days to demonstrate improvement in attendance before moving to stage 2.

Stage 2

If there is no improvement, over 28 days following the Stage 1 meeting, a further decline in the student's attendance and/or punctuality, or the student fails to attend the stage 1 meeting to discuss their attendance, a warning letter is sent to the student highlighting concerns. Copies of letters are also sent to their parents and/or guidance advisor. The warning letter states that failure to improve may result in removal for the course. This is recorded within the students OneFile journal and on CPOMS. The student has a further 28 days to demonstrate improvement in attendance before moving to stage 3.

Stage 3

If the student's attendance and/or punctuality does not improve or they fail to adhere to the actions agreed at stage 2, the student will receive a final warning letter. The student has 28 days to demonstrate improvement in attendance. Failure to respond to the letter and/or failure to demonstrate improvement in attendance will result in the student being removed for the course. This is recorded within the students OneFile journal and on CPOMS.

Students will receive a letter confirming their removal from the course which is also copied to the student's parents and/or guidance advisor.

Review

Where a student's absence or persistent poor punctuality leads to them being withdrawn from a course, they are able to request a review of the decision.

The request for a review must be received by Poultec Training within 7 days of the letter confirming their removal being sent and must be on one of the following grounds:

- there has been a procedural irregularity;
- availability of further evidence which could not reasonably have been expected to have been submitted previously for consideration.

Any request for a review must set out the grounds and must be submitted in writing to the Curriculum Director. A meeting will be arranged usually within 12 days.

During the formal review the student may be accompanied by a companion. This may be a parent, guardian, carer, friend or fellow student. Students may not be represented by an external organisation. The student will be notified of this right within the letter inviting them to the formal review meeting. The student should inform the person calling the meeting if they will be accompanied and by whom.

At the meeting the student or companion will explain their case and any special circumstances which may exist.

The student's companion will be able to address the meeting in order to put the student's case forward, sum up the case, respond on the student's behalf to any view expressed and confer with the student. The representative should not usually answer questions on behalf of the student, but may provide clarification with the agreement of the Chair.

Every effort should be made by all participants to attend meetings as arranged. Where a student fails to attend on one occasion Poultec Training may decide to rearrange the meeting. If the student does not attend, a decision may be made in their absence on the evidence available at the second scheduled meeting.

The Curriculum Director will review the case, taking into account the original decision and the student's representations.

Written confirmation of the decision will be sent to the student usually within 7 days.

There is no further process of review within Poultec Training.

Time limits are indicated in calendar days and are included in order to ensure that matters are dealt with promptly and without undue delay. Neither Poultec Training nor students should unreasonably delay meetings, decisions or confirmation of those decisions. However, in some circumstances it may be decided that it may be appropriate to extend time limits provided in the Procedure.



Edward Bales
Managing Director
2nd September 2024

Policy Review	This policy will be reviewed annually by the Senior Management team or when there are changes in the workplace such as new tools, systems or conditions.
Approval Dates	This version takes effect from: 2 nd September 2024