



**EmpowerEd**

Unlocking potential, building futures

# **Student Absence Policy & Procedure**

Reviewed: 11 August 2023

Date of Next Review: 10/08/2024

## Purpose

The Student Attendance Policy has been developed as part of EmpowerEd commitment to providing a supportive learning environment which enables students to achieve their full potential. As a responsible institution EmpowerEd has a duty to monitor attendance, and to act on non-attendance so that students can be supported to complete their programme of study. This policy aims to 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.

EmpowerEd expects students to attend all timetabled classes as required by the course programme on which they are enrolled. Students should arrive on time for classes. Late arrival causes disruption to other class members and is unfair to the tutor.

Students should notify their tutor in advance by phone or email if they expect to be absent from timetabled sessions. Students should make arrangements to catch up on any work missed during absence. Holidays are not to be booked during term-time.

## Procedure for student absence

All clients are obliged to contact EmpowerEd 24 hours before a scheduled session if they are unable to attend for whatever reason, and by 10am on the day of the scheduled session by the latest. Students or parents can phone in or send an email to EmpowerEd to advise us of their absence. Student absence is monitored at the start of the day by tutors and Centre Manager. All the study programme registers of students who are absent (and have made contact) are marked accordingly, depending on their reason for absence, and a note is included on the registers to provide tutors with this information.

All students who are absent from a class will be marked accordingly on the calendar and register. All students are required to sign in and out when entering and leaving the session.

Calendars, registers and sign in sheets are checked and cross referenced daily by the managers to ensure compliance by teaching staff and student attendance.

Staff are contacted by management where:

- Registers haven't been marked
- Incorrect marks have been used
- A student has 4 consecutive unauthorised absences
- If the student's attendance does not improve sufficiently they may be requested to attend a meeting with the Manager. Senior management may attend this meeting as appropriate.
- Contact will be made with the student's parent/carer when the student is absent without prior notification