



Attendance and Punctuality Policy 2023

Policy Promotion and Engagement

All staff working for eVolve your future Ltd are required to read our policy documents and sign to confirm that they have done so.

EYF policies are reviewed annually unless there is a legislative or ethical reason for change to policy during the year. All colleagues are provided with an update document detailing any changes that have occurred following the last review. Each review is dated and version controlled. These changes are discussed in Team meetings with all staff and the understanding of these updates is also confirmed by a signature sheet.

Policies are in place to ensure that the company and its staff are compliant with statutory legislation, partner regulations and the company specific requirements.

All relevant Policies can be accessed from the eVolve your future website, found at:

www.evolveyourfuture.co.uk

Learners are made aware of the availability of these policies when they are signed up to our courses.

Policies are available to partners on request.

1. Purpose

The eVolve your future team is responsible for how learners will be monitored, by:

- Raising awareness of the importance of attendance and punctuality and the effect on their personal outcomes
- Checking that the learners have understood their responsibilities to attend classes on time and their attendance will be recorded.
- Encouraging intervention from tutors/support staff where learners attendance is causing concern and develop strategies to overcome this

2. Roles and Responsibilities

Learners

- 2.1** Learners take responsibility for their own attendance and punctuality. If an individual has a disability that directly affects their attendance this should be identified and reasonable adjustments are made to set expectations.
- 2.2** Learners are encouraged to attend sessions and courses 10 minutes before the start of delivery to allow for any comfort breaks and set up
- 2.3** Learners should know their intended arrival time as agreed with the tutor/support staff
- 2.4** Learners with any planned absences should inform the course tutor/support staff as soon as is possible
- 2.5** If absence is unavoidable the learner must notify tutor/support staff
- 2.6** If a learner has repeated unauthorised absence this may result in withdrawal from the course or programme which could result in return of funds

Staff

- 2.7** Tutors/support staff are responsible for ensuring attendance is marked at the start of each session including any scheduled breaks
- 2.8** Tutors/support staff are responsible for following up any non attendance of learners
- 2.9** If Tutors/support staff are unable to attend the deliver of the session or programme, they must either find suitable alternative cover or reschedule the delivery. Ensuring the learners are informed of any immediate changes.

3. Course inductions

During any course/programme inductions Tutors/support staff will provide clear expectations to the learners for attendance and punctuality

- 3.1** All course attendance and absence will be monitored
- 3.2** Learners will be advised of course dates and holidays where applicable
- 3.3** Where applicable if learners require additional support this will be accommodated as part of their attendance

4. Punctuality and readiness to learn

- 4.1** Learners and staff are expected to remove outdoor clothing such as coats/hats
- 4.2** Ensure that equipment is ready or provided by tutors/support staff such as pens and learning materials
- 4.3** Learners and staff are permitted to take in water bottles and will be provided with scheduled comfort breaks

5. Attendance and Absence

- 5.1** Learners will be informed of all timetabled activities for the duration of their course or programme
- 5.2** Learning outside of direct study hours is expected to be completed and reported back to the course/tutor or lead. Examples could include online learning such as BKSB
- 5.3** Absences that are legitimately planned could include the following;
 - Medical appointments (Hospital/doctors/dentist/optician)
 - Care responsibilities
 - Religious holidays
 - Interviews for Employment
 - Community Services or Court of Law
 - Taking examinations

Learners should note that the provision of inaccurate or false information may, depending upon circumstances, be treated as gross misconduct and may result in disciplinary action being taken.

Policy Review

This policy is reviewed at least annually by eVolve your future's Managing Director, Kay Brockall.

Date of latest review: December 2022

Signed:



This policy is next due for review December 2023.