

Learner Attendance Policy

1 Purpose and Scope

Attendance refers to the scheduled time spent on college programmes. This can be categorised as sessions, community visits, work placements or workshops as specified in the learner's Learning Programme in college or a temporary home learning programme or Individual Learning Plan.

Regular and consistent attendance at college is expected and is critical to any learner's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the learner's programme of study and the college will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. Poor attendance may also be a vital indicator of a range of safeguarding concerns. Therefore, all attendance will be fully monitored throughout the study programme.

Each case of absenteeism is different and will be treated individually. The college accepts that many causes of absenteeism exist and will work with parents/guardians, carers and learners on an individual basis to best address the needs and wants of each learner.

All learners are expected to attend all of their timetabled days unless prior agreement has been made. The college does not encourage parents/carers to take a young person out of college on holiday during term time. This will be deemed as unauthorised absence, unless there are clear benefits to the learner's well-being and quality of life. Parents must apply for this in advance by emailing the Head of College to ask permission for their young person to be out of college during term time. Only when this process has been followed, and the request approved, can absence be coded as 'authorised'.

2 Absence from College

Staff have a vital role to play in ensuring that learners who are absent from college on medical grounds have the educational support they need. Therefore, when learners are absent from college, staff will make every effort to ensure that they are able to keep up with their work, as far as their medical condition allows. Home learning resources can be provided if a learner is unable to come into college but is well enough to work. Authorised absence from college should only be coded as such when parents have given prior notice to the senior leadership team of a request for a learner absence and this has been approved by the Senior Leadership Team

3 Who is involved in the process?

The college Senior Leadership Team & Designated Safeguarding Lead (DSL) will monitor the operation of this policy by receiving regular reports on learner attendance.

4 The Process

Learners with capacity or parents/guardians or carers of learners, are required to report absences to the learner's Tutor either by telephone or email, before 9 am. The Tutor will then inform the teachers and will update the register. If the absence is unforeseen learners, parents/carers can contact the College Reception after 9am who will inform the Tutor. Learners who are absent for 5 days or more will be required to produce a medical certificate or appropriate piece of evidence to cover their period of absence.

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When a learner is absent without notification, the Lecturer will contact their Parent/Guardian/Carer within 2 hours of the learner's scheduled start time.

The Head of College and DSL are responsible for the timely response to learner attendance issues, and the reporting of such issues to the Senior Leadership Team where appropriate. There is a process in place to support this to happen. If contact cannot be made with the learner, or the learner's named emergency contacts to ascertain the learner's whereabouts, the DSL may contact the police to report the learner as missing and inform social care practitioners.

Lecturers are required to monitor learner attendance via the register and to address issues of absenteeism according to this policy and implement the necessary interventions to support learner attendance.

Where a learner is absent for 10 consecutive days (including weekends) St John's College has a duty to report this to the relevant local authority as per the terms of our NAS contract. This is particularly important in the light of our PREVENT duty. The Head of College is responsible for carrying out this task.

Lecturers must take timely and accurate registers at the start of each session. This is because:

- Learner attendance is closely linked to successful learner outcomes;
- The college has a responsibility to know which learners are at college and a duty of care for young adults when at college;
 - Registers are an auditable criterion linked to funding;
 - Registers are a legal document
 - Registers are used to evidence a learners Study Programme.

Attendance and register audits will take place regularly. Staff have a responsibility to immediately report issues, problems or concerns with taking registers to the DSL.

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