

# Policy 32 - Student Attendance Policy for LD Training Services Ltd

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## REQUIREMENTS REGARDING STUDENT ATTENDANCE

Attendance at classes is compulsory. Students are required to attend all classes and to take responsibility for their own learning. Learning is a shared experience and students are expected to play a part in promoting collective understanding.

Attendance is necessary to help to:

- enhance learning development within the area of study;
- receive information about the programme/qualification;
- prepare for any assignments/assessments;
- undertake any practical work or group work (including working with others in workshops).

All LD Training staff have a responsibility to remind students of the importance of attendance and especially the clear link between attendance and performance. This should be emphasised during induction, at meetings with course tutors and at all times during the duration of the course.



## TIMETABLED COMMITMENTS

Classes may be run in the morning, afternoon, full days or evening. These classes take place at both LD Training premises and other appropriate (risk assessed) external locations.

Students should arrive on time for classes. Late arrival causes disruption to other class members and is unfair to the tutor/assessor.

Students should check email communications regularly for information that may include changes to classes. Staff are asked to be mindful of students with disabilities when notifying them of changes and to use the appropriate agreed means of communication.



## ABSENCES FROM CLASSES

Students should notify their tutors (or LD Training administration staff) of any absence from classes.

A student wishing to request a leave of absence, or returning from a period of absence from their learning should confirm this with the Programme/Centre Co-ordinator or Information Co-ordinator. It should be noted that such formal leave of absence is normally granted only in cases of emergency or exceptional circumstances, and where supported by appropriate evidence.

Tutors, assessors and all relevant staff are responsible for ensuring that an accurate record of student attendance is kept.

## ACTION IN THE EVENT OF NON-ATTENDANCE

Where there is a cause for concern at any time regarding non-attendance, the student will be contacted by a member of the LD Training administration team.

Such contact will:

- Remind the student that classes have been missed:
- Remind the student of the importance of attending all classes;
- Request an explanation as to why classes have been missed;
- Invite the student to discuss with their tutor/assessor and/or

Programme/Centre Co-ordinator any problems they might be experiencing that could be the cause of their poor attendance.

This contact should be undertaken throughout the programme, but with an appreciation that the early weeks of a programme may be more critical to a student's retention by LD Training. Contact should be via both letter and e-mail (and also possibly by SMS text or other appropriate means).

Where a student is identified as having persistent poor attendance, the tutor/assessor or Information Co-ordinator reserves the right to refer the student to the Programme/Centre Co-ordinator.

Where students are referred to the Programme/Centre Co-ordinator on grounds of poor attendance, the Programme/Centre Co-ordinator will first reconfirm and offer appropriate support to assist with any difficulties experienced by individual students. Students will also be encouraged to seek support from their tutor.

The Programme/Centre Co-ordinator will also ensure that persistent absentees are notified in writing of the action that may be taken by LD Training in the event of continued non-attendance or poor attendance.

The Programme/Centre Co-ordinator will arrange for each individual student referred on grounds of poor attendance to be seen; the absence procedures will be explained and an Attendance Agreement drawn up and included in the Individual Learning Programme. This will constitute a signed Agreement between the student and LD Training, and will be copied to relevant tutors/assessors and placed on the student's record.

Students will also be advised of the services available from external sources.

In the event that a student's non-attendance continues, the Information Co-ordinator and Programme/Centre Co-ordinator will be informed and the student will be sent a letter stating that they may be withdrawn from the course unless a satisfactory explanation is forthcoming, along with any appropriate evidence.