

# Attendance Policy

Version Control			
Version	Author	Date	Changes
1.01	Quay Huong Tran <sup>1</sup>	23 <sup>rd</sup> May 2022	Included a version control table

---

<sup>1</sup> This date is only indicative, and the said policy may be reviewed before due to changes in the macro and/or micro environment.

Policy: Attendance	Date created: September 2016	Date implemented: October 2016
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

## Table of Contents

1	Scope of the policy.....	3
2	Purpose of the policy.....	3
3	Location of the policy .....	3
4	Communication of the policy .....	3
5	Review of the policy .....	3
6	Attendance and punctuality.....	3
6.1	Learner’s obligation.....	4

Policy: Attendance	Date created: September 2016	Date implemented: October 2016
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

## 1 Scope of the policy

This policy covers the principles of course management and administrative procedures offered through Bliss College ensuring that the welfare and general interest of learners are prioritised through ensuring effective learner admission management. This policy covers areas underlining the policy of attendance and punctuality. This is driven in part by the requirement of key Stakeholders who require this as part of compliance for funding agencies to ensure that learners are provided with every support opportunity to succeed. In order for the policy and procedure to be effective it is essential that all employees are aware of this policy. It is ultimately the responsibility of the senior management to ensure that this is the case.

## 2 Purpose of the policy

The purpose of this policy is to implement Bliss College's commitment to developing a learning environment where all applicants and learners are given the opportunity to demonstrate and realise their full potential. The primary purpose of this policy is to ensure that learners and all stakeholders are aware of the centre's policy on attendance and punctuality.

## 3 Location of the policy

You can obtain of this policy by ringing our administration team on 02085144977.

## 4 Communication of the policy

It is important that personnel involved in the management, assessment, and quality assurance of all programs on offer, are fully aware of the contents of the policy. Management will assume the responsibility for communicating all updates to this policy to all stakeholders affected by it.

## 5 Review of the policy

This policy is a live document and will evolve over time. Although the review dates are scheduled above, this may change due to feedback from stakeholders, external agencies, and regulatory authorities. The review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments in promoting a fair and inclusive learning and teaching environment for all. The term 'learner' also refers to students and pupils, where the latter terms are synonymous with the former.

## 6 Attendance and Punctuality

All learners must recognise that good attendance and punctuality will maximise achievement and enhance not only their learning experience but also develop their employability skills. Learners who arrive late disrupt their own learning and that of others.

Policy: Attendance	Date created: September 2016	Date implemented: October 2016
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

High expectations of attendance and punctuality will be required by future employers and therefore we need our staff to set and enforce high expectations for attendance and punctuality. We strive to achieve a minimum attendance rate of 90%.

There are 6 main principles on which this policy is based, and which underpin Bliss College's approach to learner attendance and punctuality:

1. All classes start and end on time.
2. Learning is not disrupted by the absence of staff.
3. Learner attendance and punctuality is managed consistently across the whole centre.
4. Punctuality and full attendance should be a benchmark by which the quality of provision is measured.
5. A positive and proactive approach should be made to maximise learner attendance and punctuality.
6. Celebrate good attendance and punctuality at every opportunity.

## 6.1 Learner's Obligation

- Ensure they attend all sessions on their course and arrive before the start of the sessions properly equipped and prepared.
- Must contact the centre by 9.00am on their day(s) of absence, explaining their absence and indicating its duration.
- Must make medical and other appointments, including driving lessons in their own time (unless there is a medical emergency).
- Must not take on work commitments that clash with time at the centre.
- If late, enter the class quietly with minimum disruption and explain their lateness to the tutor at an appropriate point in the session.
- Must understand that persistent, non-justified lateness and/or absence will lead to further action.
- Are encouraged to have a "study buddy", who will collect any hand-outs and pass on homework and messages. Learners should let the tutor know who their study buddy is.
- Commit to completing outstanding work as a result of lateness and/or absence, with support as appropriate.

End.

---