

## Futures Attendance and Absence Policy

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Policy Name	Attendance and Absence Policy
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Owner	Futures Development Lead
Reviewing Body	Executive Team

Futures seeks to engage, inspire and empower young people to become active contributors in their local communities by offering bespoke learning opportunities, work placements, employability skills and supported housing experiences.

*Stay local, learn local, live local*

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### Introduction

This policy aims to improve learner attendance and timekeeping and therefore contribute to learner retention and achievement. Futures want all learners to achieve the qualification for which they have registered.

In order for learners to be successful, it is essential that they engage fully with their programmes of study. This engagement includes: attending all sessions; completing directed, group-based and independent study activities outside of scheduled teaching; attending work and community placements and undertaking all assessments. Futures monitors learner attendance, making use of attendance registers completed by tutors and Futures coaches in a way that is appropriate for the programme and its mode of study.

Futures also offers support to learners facing difficulties that may hinder their progression and preparation for adulthood. Where programmes feature specific attendance requirements, learners will be informed at the beginning of the programme.

### Procedure

Learners will be advised about attendance requirements and the importance of attending sessions, both orally and in writing, through mechanisms such as recruitment and assessment interviews, induction events, and learner handbooks.

Procedures for learner notification of absence and lateness should be made clear to all learners by the Futures Manager, the Education Lead and Futures coaches at induction and reinforced by all staff.

- The expectation is that all learners will have 100% Attendance and Punctuality. The target for attendance is 90%; awareness needs to be raised with the Futures Manager if attendance drops below 85%.
- Attendance and Punctuality targets should be monitored weekly by staff and learners.
- Attendance must be recorded accurately, and registers should be submitted timely prior to the end of the session.
- All staff are expected to challenge lateness positively.
- Methods of celebration for good attendance and punctuality are to be agreed upon and implemented at management level.

It is not expected that learners will need to authorise an absence very often or to miss classes regularly unless there are extenuating circumstances. These have been agreed with managers in advance.

**Absences that can be authorised in advance:**

Reason	Evidence needed
Observation of a religious holiday	Letter
Funeral	
Occasional care for a person if a learner has a caring responsibility	
Driving test (but not driving session)	Letter from Test Centre confirming time and date
Medical appointments which cannot be arranged outside Futures hours	Letter Appointment card/letter
Job/Futures interview	Email/Letter from employer/Futures
Court attendance or interview with probation officer	Appointment card/letter
Interviews with Futures staff (careers, counsellor, nurse, tutor)	Note/email from the relevant person
Severe disruption to normal means of transport, e.g. rail strike	Local/national media
Timetable suspended,	e.g. staff development day Futures calendar

The team at Futures will not authorise absences where there appears to be a pattern of non-attendance and does not expect to authorise absence for any of the reasons below more than three times each term:

- Illness
- Long Term Sickness
- Transport problems where there is no other option at short notice (if this happens regularly, the learner must find another means of transport)

- An emergency involving a family member, depending on the situation.

### **Sickness whilst at Futures**

If a learner becomes ill during the day, they must speak to the manager on duty before leaving the premises to authorise their absence.

### **Absences which cannot be authorised**

- Holidays
- Shopping
- Work
- Driving Sessions
- Birthday Celebrations
- Leisure Activities
- Looking after younger family members on a regular basis

If a parent/guardian makes contact on the day to authorise an unexpected absence, the person receiving the call must note this on the phone log and inform the tutor and coaches of the absence and reason.

### **The message must contain the following information:**

- Who has made contact, full name and telephone number
- The date of the absence
- The expected return date
- The reason for the absence (if sickness, give a description of the nature of the illness rather than just 'sick').

The register must be completed to record absence.

### **Absence without notification process**

If a learner does not attend Futures and there has been no notification from parents/carers or the learner, the manager onsite must be informed and they must make all efforts to contact the learner and parents/carers within 30 minutes of non-attendance.

If a parent/carer cannot be contacted this should be recorded in the phone records and further attempts to make contact should continue until there is confirmation of the whereabouts of the learner. The outcome of any conversations should be noted.

If a learner absents themselves during the day without permission and agreement with parents/carers then the process above must be followed until communication has been made and outcomes noted.

The absence must be noted accurately on the registers.

### **Review - Annually**