



LIGHTHOUSE
FUTURES TRUST

Attendance Policy

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LIGHTHOUSE FUTURES TRUST

Attendance Policy

Lighthouse Futures Trust may be referred to in full or as LFT, the charity or the College.

1. Introduction and Objectives

- 1.1 LFT staff and students (and, where relevant, parents/carers) share the responsibility to promote positive behaviour and excellent attendance to ensure students gain the very best opportunities and support available to them.
- 1.2 The objects of this policy are to set out the procedures regarding expectations around attendance and reporting / authorizing any absences.

2 Control

- 2.1 This Policy is controlled by the Board of Trustees who reserve the right to alter its provisions. It will be reviewed every 3 years.
- 2.2 The implementation of the policy is delegated to the CEO and senior leadership team.
- 2.3 LFT will appoint a member of staff with responsibility for Attendance. They will be responsible for monitoring attendance and producing appropriate reports to the Senior Leadership team.
- 2.4 Job Coaches and other learning staff are responsible for assisting students to maintain full attendance and high levels of punctuality.

3 Principles

- 3.1 The College regards attendance as a fundamental part of the Student College agreement and an important prerequisite for the highest levels of achievement, life chances and employment prospects of each student. Students with attendance and excellent punctuality are more likely to complete their qualifications and achieve their objectives. Setting high targets for attendance and punctuality is fundamental to providing effective support, raising aspirations and developing young people and adults with their future work and life skills.
- 3.2 Expectations are clearly outlined in the College's student handbook, are reinforced at induction and during the course of the programme. Students are expected to treat college as they would professional employment. Expectations include:
 - 100% attendance for all students at their timetabled programme
 - being consistently punctual for all activities and ready to start work
 - arranging general and medical appointments outside of class time except in an emergency
 - Arranging holidays outside of term time or when required to be in work placement

4 Authorised / Unauthorised absence

- 4.1 Authorisation for absence is by exception only, for individual students and will not be given retrospectively. Absence will only be authorised providing the student has made prior arrangements with their Job Coach and, if required, has provided supporting evidence. It is the student's responsibility to seek approval for absence.
- 4.2 Students must request authorised absence by completing the relevant Authorised Absence form at least 3 days in advance of the planned event/activity. The forms should be submitted to the Job Coach who have responsibility for authorising the absence and will inform the Head of Internships.
- 4.3 The following categories are counted as absence that can be authorised in advance:
- Students taking part in a visit organised by the college, sitting an examination, on work placement or undertaking self-study. *There is no need for completing a form in this instance.*
 - Medical or dental appointments that cannot be arranged outside class time.
 - A religious holiday.
 - Jury service.
 - Attendance at a funeral of a family member / close friend.
 - Job interview or careers events.
 - Attendance at a probation meeting or court.
 - Driving test
 - Absence that is as a consequence of disability as defined by the Disability Discrimination Act Illness (subject to a discussion with the Job Coach)
 - Where students have caring responsibilities for a family member that may affect attendance on their course.
 - Where a student is in hospital and/or has come home to recover from an illness an operation.

In the above instances, the College may ask for appropriate proof such as: a letter confirming the test/appointment

- 4.4 Unauthorised Absence. The following reasons are not considered valid for the purposes of attendance monitoring. This list is not exhaustive.
- Holidays during term time
 - Work commitments (for part-time jobs)
 - Leisure activities
 - Family and other celebrations
 - Babysitting
 - Shopping
 - Driving lessons
 - Opticians appointments
- 4.5 Holidays during term time are not permitted. All absences due to late arrival from holiday

after term breaks and holiday taken during term time will be marked as Unauthorised Absence. If a student leaves for a break or holiday before the end of term or returns from such after the beginning of term, without permission from the Head of Internships, the student may be suspended and will need to arrange a re-entry meeting before returning to the programme.

- 4.6 If the student (or a parent/guardian of students aged 16-18) believes that there are extenuating circumstances to support a taking holiday during term time, such a request should be put in writing to the Head of Internships

5 Absence Reporting

5.1 Student Reporting

- If a student has not had approval for absence in advance and is not intending to attend College that day, they must contact their Job Coach before 8.30 am at the latest. If the Job Coach is not available, the Head of Internships should be contacted.
- Contact with the college will need to be made for each additional day of absence.
- Students on placement should also follow the site-specific guidance regarding reporting of absence / arriving late.
- The parent/ career of students 16 -18 will be expected to contact the college with regards their son or daughter's absence as per the process above.
- Should a student need to leave within a college day, they should notify the Job Coach before leaving the premises.

5.2 College Reporting

- Any student who does not contact the college to report absence by 9.30 will be contacted directly.
- If a student aged 16-18 does not contact the college to report absence, they will be contacted at home and their parents/ guardian advised of the absence.
- Job Coaches are responsible for monitoring attendance on Arbour. Full training will be providing regarding the appropriate coding which will include:
 - Lateness
 - Authorised absence
 - Unauthorized absence
 - Sickness

6 Taking Action

- 6.1 LFT is committed to supporting the student on their return to college after an authorised absence to ensure that they have not been disadvantaged by their absence. On the first day of their return to college, the student will have a meeting with the Job Coach to complete a 'Return to College' interview. This will be recorded on Arbour and will detail any support that the student may require to ensure a successful return. This support may require the student to attend on extra designated time slots until all missed work is completed.

- 6.2 Students are expected to arrive promptly for all activities. If a student arrives late:
- They will be marked as late on the attendance register.
 - The Job Coaches will provide appropriate guidance to the learner on the immediate activity they will undertake when they arrive and which does not disrupt the learning for the rest of the group. At an appropriate point, the reason for absence will be established and any required actions for improvement discussed.
 - Persistent lateness must be challenged in the first instance by the Job Coach. If they cannot see any improvement, and/or feel the reasons for lateness are unacceptable, they will notify the Head of Internships. Staff will then work, with the student, to agree a plan of action to encourage and support improved punctuality.
 - If punctuality doesn't improve after this initial intervention, it may need to be dealt with via the formal student disciplinary process.
- 6.3 If a student does not attend college, and has not had authorization in advance, they will be invited to attend a "return to work" interview. This will explore the reason for non-attendance and, if there is no adequate reason, this may result in disciplinary action. Where appropriate, further contact may be made with the parent/carer if there are any further concerns relating to the absence.
- 6.4 If a student is a persistent non-attender:
- the Job Coach will discuss this with the Head of Internships
 - Staff will then work, with the student, to agree a plan of action to encourage and support improved attendance.
 - If attendance doesn't improve after this initial intervention, it may need to be dealt with via the formal student disciplinary process.
- 6.5 Any of the following will trigger the intervention of the Head of Internships:
- Any student with attendance below 93%.
 - Where absences are authorised for 10 days or more in the year
 - Where there is significant concern over a student's fitness to engage with the learning experience.
- 6.5 If a student is not attending - and is not responding to efforts to contact them – this is likely to cause a concern with regards to welfare. In this instance, the concerns should be reported using the Trusts' Safeguarding procedures. Any student who is absent from college for four consecutive weeks (without any contact) will be deemed to have left college and as such, a withdrawal should be processed.
- 6.6 If students are in receipt of any bursary payments or other type of financial support from the College, this is often dependent on 100% attendance. If attendance/punctuality fails to improve after support and intervention, the College retains the right to withdraw financial support. The Head of Internships will consider any exceptional circumstances and can authorise payments where necessary.

6.5 If the student is persistently late and/or absent, the College reserve the right to permanently exclude them. This will be done in writing. If the students wishes to appeal, they need to do so, in writing, within 10 working days of receiving the letter to the CEO. In all appeals of this nature, the CEO's decision will be final. If a student has been excluded for gross misconduct they will not be entitled to re-apply for a College course in the subsequent year.

7 Monitoring and Reporting

7.1 Attendance and punctuality will be monitored at individual learner level by Job Coaches, the Head of Internships and the Attendance Officer. Information will be logged on Arbour, alongside any actions that need to be taken.

7.2 The Head of Internships will review attendance data on a weekly basis, and take necessary action where required.

7.3 A summary report will be discussed at Senior Leadership team meetings on a monthly basis. A summary report will also be provided to the Board on a quarterly basis.

7.4 Students (and, where relevant, parent/carers) will receive a report on attendance each term. Where there is a cause for concern over punctuality and/or attendance, a report may be produced more frequently.