



Bromley Adult Education College Attendance and Punctuality Policy 2023-24

Policy Statement

Bromley Adult Education College (BAEC) has high expectations for good attendance and punctuality for its learners. BAEC believes that consistently high levels of attendance and punctuality are essential for a good quality learning experience and achievement for all learners. The monitoring of attendance and punctuality is an integral part of BAEC's quality assurance procedures.

Why a strong drive on attendance and punctuality matters

Good attendance improves learner outcomes.

- Missing classes, or part of classes, results in gaps in knowledge and understanding.
- Good attendance improves longer term development of skills over time.
- Regular attendance builds resilience and commitment over time, a key skill for successful study.
- Repeated lateness disturbs learning for the whole group.
- Persistent late arrival to class contravenes the BAEC's ethos of respect for oneself and others.
- Acquiring good punctuality habits supports progression into employment or further study.

All stakeholders contribute to building a culture of high expectations throughout the institution. High standards of punctuality and attendance reflect BAEC's high standards from the onset. It creates a team effort in building pastoral support for learners. The results include:

- Staff operate along the lines of 'Listen, understand, empathise and support – but do not tolerate'.
- Leaders and other staff build positive working relationships with learners, so that learners trust them
- CDMs and tutors challenge learners' misconceptions about what 'good' attendance looks like. They talk openly to learners about the relationship between attendance and achievement. They exemplify what attendance percentages really mean in terms of learning that the learner will miss out on.
- CDMs and tutors model expected behaviour and lead by example
- Prominence is given to celebrating good attendance, improvements in attendance and achievement
- Senior managers emphasise the importance of the CDM team having a positive 'presence' in centres and provide additional support as necessary

Purpose and Objectives

BAEC aims to Promote a culture where excellent attendance and punctuality is the norm through:

- o Communicating these expectations clearly, strongly and consistently to all learners
- o Setting expectations about attendance from the outset (included with ground rules or class induction)
- o Explaining to learners why good attendance is important and how it helps them to achieve
- o Challenging learners who do not attend well or are not punctual, but also offer support where needed
- o Listening to learners carefully to find out why they are not attending well enough so that staff can act accordingly
- o Increasing tutors' understanding that good attendance does not happen in isolation – there is an interrelationship between attendance and the quality of that particular area curriculum, ethos, behaviour and inclusivity
- o Increasing tutors' awareness of effective strategies for improving and sustaining high levels of attendance and punctuality over the long term
- o Implementing effective administrative monitoring procedures to ensure quick and ongoing interventions
- o Implementing a whole team, clear and effective procedure when dealing with persistent late comers and non-attenders

Types of absence

BAEC recognises that certain absences such as sickness, funerals, medical appointments, work interviews, court appearances and attendance at religious holidays, are unavoidable. However, these must be notified to BAEC with as much notice as possible. Holidays during term time are not acceptable.

Expectations for Learners

- o Attend 100% of sessions with some leeway to accommodate sickness, but no lower than BAEC's target of 90%
- o 90% attendance target is the same regardless of venue, course length type of provision and funding model
- o Certificates of attendance can only be awarded to learners who attend 90% of sessions
- o Inform BAEC on the first day of any absence either by phone on 020 8659 7976 or 01689 822886, or by emailing enquiries@baec.ac.uk
- o Book holidays and any other personal commitments outside course and/or exam times

Expectations for staff

- o Be in classroom on site, or online 10 minutes before the start of the session
- o Start the session at the advertised time and teach for the required length of the session
- o Update registers during the session - this is a Health and Safety requirement
- o Indicate the number/name of absentees, complete the section 'reasons for absence' on the scheme of work after each session

- o Book holidays and any other personal commitments outside course times
- o Inform BAEC on the first day of any absence either by phone on 020 8659 7976 or 01689 822886, or by emailing enquiries@baec.ac.uk
- o Organise make-up sessions as soon as possible and within the original dates for the course.

Securing good attendance and punctuality

Improving and maintaining high standards of punctuality and attendance is achieved through team work involving tutors, administration teams, managers and leaders.

- o Tutors are required to maintain accurate registers in accordance with BAEC procedures
- o Tutors must challenge late arrivals in classes and follow up any absences as soon as possible by email or phone call
- o Tutors need to inform their CDMs of persistent late arrivals and non-attendance after two weeks
- o CDMs will systematically analyse attendance information so that they can see patterns and trends
- o CDMs will use this analysis to target their actions, both for individuals and at a whole-department level
- o CDMs will regularly share attendance and retention data with individual tutors and whole teams
- o CDMs will ensure that attendance is 'everyone's business' in each subject area
- o CDMs and tutors to see the process of securing good attendance for all learners as an ongoing process, never something that is 'finished'
- o CDMs and tutors will regularly share good practice and review strategies to improve poor attendance and punctuality. These strategies will be recorded on the Scheme of Work and their effectiveness will be reviewed at team meetings
- o Administrative staff will monitor attendance by contacting learners and recording outcomes on the MIS system (TERMS) and reporting these to managers and tutors