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**ATTENDANCE POLICY AND PROCEDURES**

**Introduction**

This Policy is designed for Level 4 Learners and Learners who are ages 18 and over at the start of the Academy/College Academic Year.

Reynolds Training Academy, also known as the Academy/College, commits to supporting Learners in achieving the most they can from their course of study, investing in staff, resources and facilities to support Learners on their journey. The Academy/College aims to provide the very best environment for maximising Learner success.

Attendance is a key component in ensuring Learners engage fully in their course of study, contributing to the life and values of the Academy/College community, progressing well, achieving a good academic qualification and gaining rewarding and fulfilling employment.

In addition to its responsibilities to individual Learners, the Academy/College is necessarily mindful of the needs of other Learners and of its external accountabilities. Poor attendance on the part of individual Learners may detract from the overall learning experience of the group and in some cases prevent other Learners from achieving their full potential, particularly where group assessments/projects are involved.

Prolonged nonattendance by Learners could result in the Academy/College being in receipt of a Government backed tuition fee loan for a Learner who was, in effect, no longer attending either at a module or course level.

The Academy/College confirms Learner attendance to loan or Grant Providers including the Learner Loans Company and Government Sponsors. Non-attendance without approval or unauthorised absence may result in loans or grants having to be repaid immediately.

The Academy/College reserves the right to terminate the studies of any Learner who persistently fails to attend and/or submit the required work for the course on which they are registered. In that circumstance the Learner remains responsible for any monies borrowed and outstanding debt. The Academy/College will fulfil its obligation to inform the relevant bodies of the Learner’s termination of study.

The following procedures document for all Stakeholders the processes that Reynolds Training Academy will undertake in the event of concern being raised regarding an individual Learner’s attendance.

**Action in the event of Non-Attendance**

**Post-Enrolment Window: Non-Engagement**

Any Learner with 0% attendance in the first 2 weeks of the Academy/College academic year, without a formal

request for leave of absence, will be informed that their Contract with Reynolds Training Academy is terminated. The communication will include information about the availability of independent advice from the faculty department, as well as the Learner’s right of appeal. If at this stage the Learner indicates a willingness to reengage and wishes to return, they should contact the Programme Manager within 10 working days submitting a formal Appeal against the withdrawal.

**On-Programme Attendance Procedures (Informal)**

The designated contact person for each department will have an overview of the attendance of all the Learners on their courses. They would normally be the first person to note attendance problems usually either through the registers or through an individual member of staff alerting them in the case of a particular Learner. They should then ensure successful action is taken up to the point where either the Learner is attending well or where the Learner is put on a Academy/College attendance Contract.

The Learner will be invited to a meeting with their Personal Tutor or equivalent, to discuss any issues they are experiencing which could be the cause of poor attendance, enforcing the understanding that good attendance is essential to Learner retention and success. The meeting will result in a plan of action which is proportionate to the Learner’s situation, outlines key targets, monitoring arrangements and a date by which the targets should be achieved with a meeting to discuss the way forward.

Departmental support for the Learners throughout the process should include referrals to appropriate support services linked to the Learner’s concerns if appropriate.

**On-Programme Attendance Procedures (Formal)**

If the Learner fails to engage with the plan of action agreed the Programme Manager will authorise the Learner moving to an Academy/College Attendance Contract. The Contract will be drawn up by the Personal Tutor and Programme Manager who will ensure the continued involvement of any support which the Learner needs. The Academy/College attendance Contract will include a date by which the targets should be achieved.

In the event of the Contract not being successfully completed, the Learner will then be informed that their Contract with the Academy/College is terminated with immediate effect and that they will be required to attend a panel review.

In the event of the Learner failing to meet the terms of the Academy/College Attendance Contract, the Senior Leadership Team will be notified and a panel review with the Learner will take place. The Learner will be informed of the date, time and location of the panel review. If the Learner fails to attend the panel review, they will then be informed that their Contract with the Academy/College is terminated.

The communication will include information about the Learner’s right of appeal. If at this stage the Learner indicates a willingness to reengage and wishes to return, they should contact the Programme Manager or Principal within 10 working days submitting a Formal Appeal against the withdrawal. Fees will be due up to the withdrawal date and Learner Loans Company notified accordingly.

Once a Learner submits a Formal Appeal a panel will be convened according to Reynolds Training Academy procedures for Appeal. Please note that cases reported late in the academic year may be referred back without action being taken if there is inadequate time for the Learner to fulfil an appropriate attendance Contract.

**Appeal Procedures**

A Learner may make a written Appeal against the decision to terminate their Contract. They can do this within 10 working days of receiving their Termination of Contract Letter. Learners should appeal through the Reynolds Training Academy Appeals Policy and Procedure.

**Procedures Following Appeal**

The Learner and the Chair of the Appeal Panel will be informed in writing, of the decision of the Appeal Panel normally within 5 working days of the Appeal Panel.

Where an Appeal is not upheld, the decision of the Appeal Panel shall be effective immediately.

Where an application is not upheld, the Learner shall be issued normally within 5 working days of the Appeal Panel, with a ‘Letter of Completion’ of internal proceedings.

When it is decided that a case shall be referred back to the absence review process the Administration Team will advise the Learner that their Programme Manager will contact them in due course to arrange a meeting to discuss their attendance and formulate an action plan which will be reviewed in line with the Attendance Policy.

**Confidentiality/Disclosure of information**

A copy of all documentation and decisions relating to the Attendance Policy will be retained in accordance with the General Data Protection Regulation Act (2018) and the Academy/College’s “Data Protection Policy”.

**Monitoring and Evaluation**

Attendance figures will be monitored and reports issued on a regular basis by the MIS/Learner Records Department.

Records of programme attendance rates will be utilised by Programme Managers, Personal Tutors and Senior Management Team as a core metric to gauge the quality of a department and their adherence to the Academy/College targets.

Formal reporting against agreed targets will be included in the annual report to Governance Board regarding Attendance and the Performance Review process occurring each quarter.

The overall attendance target for the Academy/College is 95%. Areas with an overall attendance of less than 90% will be subject to an action plan to improve performance.

**Further Information**

If you require further information on these procedures, please contact the Administration Team on [training@reynoldsgroup.co.uk](mailto:training@reynoldsgroup.co.uk)

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