

TITLE	VERSION
Attendance Policy	5

APPROVAL BODY	DATE	REVIEW DATE
Board of Governors	August 24	August 25

LEAD PEARSON	Director of Operations
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## POLICY STATEMENT

VLUK is committed to providing a good educational experience to all its learners. VLUK believes that if learners are to benefit from education, good attendance is crucial. VLUK regards attendance and punctuality of learners as a priority, and aims to encourage high attendance rates and avoid levels of persistent or intermittent absenteeism. VLUK does all it can to ensure maximum attendance for all learners.

## BACKGROUND

VLUK is a National Independent Training Provider, delivering education in the 16-19 FE sector. It is part of The Oxford Virtual Education Group. VLUK is led by a Chief Executive Officer, accountable to a Board of Governors and Group Chief Executive Officer and supported by an Executive team and a Senior Leadership Team (SLT). Accountable to the SLT is a layer of middle management located throughout the country. The Middle Leadership team is responsible for tutors and enrichment staff.

## PURPOSE

The purpose of this policy is to support learners' attendance on VLUK programmes. It does this by ensuring staff are aware of and consistently implement the VLUK processes to support learners and parent/carers maintain a high level of attendance.

## SCOPE

This policy applies to all staff at VLUK from Governors, Senior Leadership Team, Middle Leaders, Tutors and Support Staff and confirms VLUK's approach. It also applies to all learners on any VLUK programme.

## DEFINITIONS

None

## RESPONSIBILITIES

<b>Board of Governors</b>	The Governing Board or a delegated committee review and challenge the effectiveness of the internal controls and the management of risk detailed in this policy.
<b>Chief Executive Officer</b>	Overall responsibility and oversight of this policy, ensuring resources are used effectively and appropriately.
<b>Senior Leadership Team</b>	Responsible for managing the policy, employee adherence to the policy, and the monitoring of learner attendance.
<b>Lead Person</b>	Responsible for the implementation and delivery of this policy; ensuring the policy aligns with regulatory requirements and best practice.

<b>All Line Managers</b>	Responsible for ensuring all staff are aware of and follow this policy and adhere to it.
<b>All Employees and Volunteers</b>	To understand and uphold the principles of this policy.

## **POLICY - OBJECTIVES**

VLUK promotes a high level of attendance for all learners by providing a stimulating, caring and happy learning environment. Any problems that impede full attendance are identified and addressed as quickly as possible.

VLUK gives a high priority to conveying to parents/carers and learners the importance of regular and punctual attendance.

VLUK recognises that parents/carers have a vital role to play and that there is a need to establish strong home links and communication systems that can be utilised whenever there are concerns about attendance. If there are problems which affect a learner's attendance then VLUK investigates, identifies and strives, in partnership with parents/carers and learners to resolve those problems as quickly and efficiently as possible.

VLUK's attendance target for the academic year 2024-2025 is 90%.

It is the responsibility of **VLUK** to:

- Ensure that all staff continue to focus attention and effort on the level of absence amongst learners.
- Expect learners to attend regularly, on time, properly equipped and ready to learn.
- Encourage punctuality and a positive attitude towards attendance.
- Communicate with parents/carers as soon as possible if there is a problem with attendance or punctuality.
- Explain the importance of attendance and punctuality throughout the curriculum.
- Set a good example and promote good attendance and punctuality.
- Closely monitor absences in order to keep unauthorised absences to a minimum.
- Include attendance on reports to parents.
- Work promptly in partnership with parents/carers and learners to resolve issues, which affect attendance or punctuality as quickly as possible.
- Establish clear procedures for recording absence.

### **Learners should:**

- Attend regularly.
- Attend all lessons punctually.
- Expect to be welcomed and receive assistance following periods of absence in order to catch up.
- Be listened to and respected.
- Have individual records of attendance.

### **Parent/carers**

- Are responsible for supporting learners to regularly and punctually attend, properly dressed, equipped and in an appropriate condition to learn.
- Are responsible for immediately informing VLUK of the reason for any absence on the first morning of any absence via email or text message; considerations are given to procedures where parents/carers have difficulty with the written word, or where English is not the first language.
- Are expected to work actively with staff to solve attendance problems where these develop.
- Do not have a right to take learners on holiday in term time; leave of absence must be granted in advance by VLUK; any application is considered against the learner's attendance record, family circumstances and timing with regard to assessments and examinations.
- Can expect VLUK to keep them fully informed of their child's attendance record.

## **POLICY - THE LEGAL STATUS OF REGISTERS**

The register is a legal document and must be marked accurately, recording learners' attendance or absence and in the latter case, if authorised or unauthorised.

Registers are kept for a minimum of 3 years following completion at the end of the academic year.

## COMPLAINTS

Complaints about attendance at VLUK should be made to the Director of Operations in the first instance - [gemma.halsey@vluk.org](mailto:gemma.halsey@vluk.org)

## REFERENCES

Comments and Complaints Policy

## SIGNATORIES



Chief Executive Officer  
1st August 2024



Chair of Governors  
1st August 2024