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Sefton Council 



Sefton Community
Learning Service

SCLS Monitoring and Recording Attendance Policy 2017/18

Date reviewed. 16th July 2017
Next review date July 2018

Monitoring and Recording Attendance Policy

One of the main aims of the Service is to encourage and promote good employment skills and attributes. The most important being attendance and punctuality.

Employers want their employees to attend regularly and to be on time so that they are able to operate efficiently and effectively prepared to undertake the day's work.

Sefton Community Learning therefore has a **90%** target for attendance for each course.

To ensure that this target is achieved tutors are responsible for the following:

- Ensuring attendance is discussed during the course induction
- The accurate recording of each learner's attendance, the totalling of the number of learners attending. Each register is an auditable evidence of learners attendance – recording of this must be completed as instructed
- One Register for one course which should have a unique course code (1)
- Tutors should not accept poor attendance and punctuality as the norm but should tackle learners who have attendance or punctuality appropriately
- The regular recording of each individual learner's absence each week on the back of the register and contacting learners in cases of unexpected absence
- The monitoring of attendance and withdrawal of learners who have been absent for 3 consecutive sessions or more and informing MIS using AE4b contained in the e registers. or (supplies of these forms will be available at the main centre reception areas). Learners can be re-instated by the Curriculum Officer if learners return. Every learner on your register will count to your overall retention rate. Once your learner is registered with Skill Funding Agency they will count even if they are not attending or have been withdrawn
- Forwarding missing work to each individual learner on each occasion they are absent immediately after they missed the lesson via email by collection or EDMODO, if appropriate.

- At the end of the course entering in the register the total attendance for each learner and for the course.(2)
- At the end of the course monitoring the intended destinations of learners entering the appropriate code in the register (3)
- At the end of the course entering the achievement outcome for each learner (to achieve, the tutor must have evidence that the learner has achieved their qualifications of 100% of the negotiated learner goals recorded on the learner ILP) (4)

Completing register is not new for the tutors, however rigorously monitoring register returns and the quality of information needs to be re-focussed.

Registers should be sent **weekly** to the Services inbox either by the tutor or by Business Support

Each curriculum area will have the attendance rate and register submission rate published in staffrooms and used as part of the Services performance monitoring process.

Curriculum Officer will follow up on courses where registers have not been submitted or where there are poor attendance rates of less than **75%** in classes.

Attendance Rates for each area will be scrutinised by managers at SMT meetings and Areas of concern identified and actioned.

MI staff will support managers by highlighting any inconsistencies with registers.

During the Observation of TLA observers will make specific reference to the attendance rates within classes and any appropriate actions identified and implemented to improve attendance and punctuality.

Suggested Actions to Improve Attendance

- Tutor to discuss importance of attendance and punctuality during the Induction.
- Tutor to implement a buddying system pairing learners to ensure that they encourage each other to attend.
- Tutor to arrange for a text message to be sent to the learner reminding them of their class the day before each class.

- Tutor to discuss with class reasons why people may not be able to attend class and put contingency plans in place to help learners to have consistent attendance.
- Tutor/ Manager to speak to venue Centre Manager to ask for support in improving attendance

Poor attendance and punctuality must be resolved,

It is everyone's responsibility.

Marks on Registers

- 1 Learner is present in class
- D learner is completing pre-arranged work not in class. Tutor must have evidence of this work, and record on the back of the register the details
- 0 None attendance- tutor to follow up and record on the rear of the register
- W Withdrawn from the programme- Tutor to complete a AE4b form and send to MI

Electronic registers should be sent to InfosacIs@sefton.gov.uk

1 Copy of register for 2016/17



AE4 form used to notify any course changes or additional dates/ change of times/
tutor etc

This form is used by the tutor to inform MI of any changes to the course

Course code 1 Course title

Planned start date New date
Planned end date New date

Tutor New Tutor

Venue New Venue

Comments:

Person completing this form Date