



| Quality Strategy Appendix 3 - Absence Management Policy | |
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| Date | March 2024 |
| Review date | March 2025 |

Quality Strategy Appendix 3 - Absence Management Policy

Our Aim:

BCTG have a duty of care to ensure all learners safety and welfare is managed and supported to promote a safeguarding culture. We have a strong focus on attendance and punctuality, so that learners gain valuable vocational knowledge, skills and behaviours that will support employment and the expectations required of learners in the workplace.

Our Objectives

BCTG as a Lead Provider has a responsibility to ensure:

- We have a clear oversight of the attendance and punctuality of our programmes.
- We are able to ensure the safety of all our learners that attend programmes.
- We quality assure and monitor the completion of registers throughout the programme.
- To monitor attendance and punctuality.
- To ensure learners receive the full benefits of their learning experience

Scope

This policy relates to all learners including those in our sub-contracts.

Policy Statement

All learners are to aspire to attend 100% of their timetabled sessions. This includes physical attendance for sessions at BCTG or sub-contract delivery sites and also remote attendance where engagement and delivery for timetabled sessions is planned to be online unless prior agreement has been made with their Trainer.

All learners are expected to arrive promptly for scheduled classes.

Any learner who falls below the BCTG targets will be identified, and actions implemented, which could include removal from programme.

Learners failing to achieve agreed levels of attendance/punctuality will be contacted by the sub-contractor to clarify reasons for poor attendance.

BCTG practice is to monitor that the sub-contractors have promptly informed (where appropriate) parents/carers, JCP work coaches or employers, on the first day of absence.

Financial assistance may be withdrawn by DWP where a learner does not achieve agreed levels of attendance and punctuality throughout the short programme unless there are exceptional circumstances.

Learners' attendance is monitored regularly and forms part of the contract review. Progression for learners with poor attendance will be reviewed and appropriate action taken, referral to the next cohort, where there are exceptional circumstances.

All learners are expected to notify the subcontractor of expected absence before the start of the course on each day of their absence. Absence on the grounds of ill health for longer than 5 consecutive working days may require a medical certificate.

BCTG and sub-contractors should take into consideration any personal or health issues, and offer support to learners, that may affect their attendance.

Learners who may have personal issues and concerns should be recorded and reported on the BCTG welfare reports and should be submitted to the Designated Safeguarding Lead.

All relevant teaching and support staff are required to monitor learner attendance/punctuality in a timely manner and address issues accordingly.

Maintaining accurate registers is a contractual requirement and registers must be completed during the taught session. Registers may be audited for safeguarding and welfare, health and safety, and attendance purposes.

All instances of absenteeism/punctuality will be raised by the trainer, either with the learner informally or through tutorials.

BCTG expects 90% punctuality from its learners. Trainer discretion will be applied as to whether a learner is allowed to join a class if they are late.

Persistent absence may lead to escalation to the DWP and removal from the programme.

Continued absence must be raised by the trainer to their line manager within the sub-contractor and reported to BCTG and Subcontractors Designated Safeguarding Lead using the recording and reporting methods where it is a medium or low risk, or if high risk immediately reported in line with the Safeguarding Policy.

Roles and Responsibilities

BCTG

- Monitor the registers, ensure they are being completed timely.
- Raise concerns on absences that have not been followed up.
- Identify trends of the cohort.
- Review and report where attendance and punctuality are poor through the ongoing quality activities and as part of the contract reviews.
- Complete quality activity on attendance and punctuality.
- Audit registers alongside the welfare forms submitted to BCTG DSL's.

Sub-Contractors

- To update registers of attendance daily.
- All registers to be completed in full, including the arrival and leave time for AM sessions and PM sessions.
- To follow up on none-attendance or missing learners.
- Identify late attendance on the register.
- Update register using relevant key.
- Take appropriate action of none-attendance or missing learners.
- Report to parents/carers, JCP work coaches or employers.
- Monitor and manage registers of any trends identified, for example, but not limited to, attendance concerns at a particular point in the programme, under a particular trainer, in a particular area.
- Support learners that may have personal or health reasons that affect their attendance.
- Document in the ILP, how the learner has caught up on any missed learning.
- Record and report to sub-contractor and BCTG DSL's where learners' welfare is a concern.

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Learners

- To aspire to attend 100% of the timetabled sessions.
- To aspire to be punctual for all timetabled sessions.
- To inform the trainer before the session if they are going to be late.
- To inform the trainer before the session if unable to attend the session and a reason why.
- If the learner wishes not to return, to inform the trainer of not returning and reason why.

Definitions on registers

Authorised Absence (AA): Learners must obtain authorisation for absence in advance from the Trainer at the beginning of the programme. If the trainer has authorised a learner to be absent, then they will need to document in the learners individual learning plan (barriers to learning) and on the register. An authorised absence can only be in the following circumstances:

- It is agreed in advance with a member of staff.
- Every attempt has been made to schedule external appointments outside the programme start and end times.

Authorised absences may include:

- Unavoidable medical appointments
- Court appearances
- Appointments with government or voluntary organisations
- Funerals
- Religious holidays

Lateness: If a learner has informed the centre or is late for the start of the session, document of the time of arrival, and a comment on the reason for lateness and whether they had informed the Trainer beforehand of lateness.

Unauthorised Absence (UA): Learners should be advised that the following situations would result in unauthorised absence:

- Any holiday which has not been previously agreed taken during the duration of the programme.
- Personal/social reason for not attending the course.
- Sickness not notified or support by a medical certificate (may be authorised at trainer/subcontractor discretion)

Attendance not required (NR): Learners are not required to attend as agreed in the individual learning plan or within the curriculum.

Work Experience (WEX): Learners are completing planned work experience. Where work experience is being completed checks are to be completed that the learner has and is in attendance on the work experience location. Whereby, the learner has not attended work experience unauthorised absence is to be recorded.

Interview (INT): Learners are attending the planned job interview. Where interview is planned, feedback is to be gained from the interviewer, and confirmation of attendance. Whereby, the learner has not attended the planned job interview, unauthorised absence is to be recorded.

Withdrawn (WD): Learners have made the decision to leave the programme. Follow up has been completed and reasons on why the learner will not be returning documented. JCP work coach to be informed.

Sickness (S): The learner has notified the Trainer before the start of the session on the day of the intention to not attend due to sickness. The learner is to contact the next day if intending to not attend on the following day.

Holiday (H): This will only be used if this has previously been identified at the start of the programme and will only be approved at this point. No holiday will be approved during the programme due to risking falling behind.

Recording and reporting process



Signature Certificate

Reference number: 3ZQ9V-CEVUX-YPSCL-P7LUS

Signer

Timestamp

Signature

Email: alan.phillips@bctg.org.uk

Sent:

15 Apr 2024 15:31:25 UTC

Viewed:

15 Apr 2024 15:43:32 UTC

Signed:

15 Apr 2024 15:43:53 UTC

alan.phillips@bctg.org.uk

Recipient Verification:

✓Email verified

15 Apr 2024 15:43:32 UTC

IP address: 77.44.45.92

Location: Barnet, United Kingdom

Nick Holland

Email: nick.holland@bctg.org.uk

Sent:

15 Apr 2024 15:31:25 UTC

Viewed:

22 Apr 2024 07:06:54 UTC

Signed:

22 Apr 2024 07:07:12 UTC

Nick Holland

Recipient Verification:

✓Email verified

22 Apr 2024 07:06:54 UTC

IP address: 77.44.45.92

Location: Barnet, United Kingdom

Document completed by all parties on:

22 Apr 2024 07:07:12 UTC

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