



POLICIES & PROCEDURES

Learner, Attendance, Punctuality & Retention Policy

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Reviewed by: Chris Foley

Signed: *C W Foley*

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Directors: Dave Bendell, Christopher Foley
Avenue One, Station Lane, Witney, Oxon. OX28 4YB
Email: info@oxford-energy-academy.co.uk

Telephone: 01993 771155

LEARNER ATTENDANCE, PUNCTUALITY AND RETENTION POLICY

INTRODUCTION

At Oxford Energy Academy we provide a supportive learning environment which recognises every learners' rights and responsibilities at all times. In order to achieve this, the following procedure sets out our expectations on attendance, punctuality and retention.

Oxford Energy Academy has high expectations of all learners and will ensure that all learners have the opportunity to excel.

To enable full time and part time learners (of all ages) to succeed, Oxford Energy Academy expects that learners will attend all of their scheduled lessons on time and prepared, ready to learn.

OBJECTIVES

The purpose of the Learner Attendance, Punctuality and Retention Procedure is to ensure high standards of learner achievement through consistent attendance, whilst providing a clear framework within which Oxford Energy Academy operates.

This procedure provides a framework for staff dealing with learners at risk of withdrawing from their course of study.

RESPONSIBILITIES

The Course Tutor or Apprentice administrators are responsible for recording any actions taken within the class register or recording issues within the individual learning plan.

The administrator should inform employers or parents (if appropriate) using the standard letters.

In the event of withdrawal, a Director will assume responsibility.

Punctuality

All learners are expected to arrive on time for:

- the start of lesson;
- returning from break and/or lunches.

If learners are late, they must have a valid reason.

All learners are expected to stay in attendance until the end of their lesson.

ATTENDANCE

All learners are expected to show at least 90% attendance on course registers.

In cases of illness, family emergency or other pressing reasons you must inform your Course Tutor or Apprentice administrator before the session starts and let them know the reason for your absence.

Please contact us on or before the first day of your absence, by phone (01993 771155) or by e-mail (info@oea.training).

Full time learners are requested to obtain a sickness note from their doctor if absent for more than 5 training/learning days.

Permission must be sought in advance from your Course Tutor or Apprentice administrator, if you are seeking to be absent from a future lesson or lessons; for example, in cases of family emergency or interview for employment and a plan must be in place to catch up on any missing work or planned assessment activity.

FAILURE TO FULFIL YOUR RESPONSIBILITIES

Where you neglect to fulfil your responsibilities in respect of attendance or punctuality, you will be placing yourself at risk of disciplinary action under the terms of the Learner Disciplinary Policy. On your return to Oxford Energy Academy you may be interviewed and records will be kept in your individual learning plan.

AUTHORISED ABSENCE

If a learner wishes an absence to be recorded as 'authorised absence' he/she must inform their Tutor prior to the event and provide the evidence indicated in the table below:

REASONS FOR AUTHORISED ABSENCE EVIDENCE REQUIRE	
A medical appointment that cannot be arranged outside training hours	Ask for permission in writing in advance and show appointment card or letter
A special religious holiday	Ask for permission in writing in advance
A job interview	Ask for permission in writing in advance
An emergency where you need to look after a family member or other person for whom the learner has a caring responsibility	Ask for permission in writing in advance
Bereavement and funeral attendance	Ask for permission in writing and in advance for funeral
Severe disruption to transport (strike action/severe weather/serious road accident)	Ask for permission in writing

Driving test.	Ask for permission in writing in advance and show appointment letter
Jury service	Ask for permission in writing in advance and show Jury service letter
Severe Weather causing closure to Oxford Energy Academy	Tutor will authorise
Any other unavoidable reason Oxford Energy Academy has to close	Tutor will authorise

UNAUTHORISED ABSENCE REASONS

Oxford Energy Academy does not authorise absence for the following reasons

- Sickness Periods during which a learner is suspended from college under Oxford Energy Academy disciplinary procedure
- Holidays Part-time or full-time work which is not part of the learner's course.
- Leisure activities.
- Birthdays or similar celebrations.
- Child-minding or looking after people for whom the learner is not identified as a career.
- Shopping.
- Driving lessons.
- Medical appointments which can be arranged outside the scheduled programme timetable.

REGISTER CODES

Absent
Suspended
Sick
Completed
Authorised Absence
Late
Late Starter

N.B. late is 10 minutes after session starts