



Group
Training
Association

The GTA Attendance Policy

This policy applies to staff and learners of GTA who access training at the GTA.

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Introduction

Regular and punctual attendance is important. Learners need to attend the GTA regularly if they are to take full advantage of the educational opportunities available to them. The GTA fully recognises its responsibilities to ensure learners are in the GTA and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all learners registered at the GTA and this policy is made available to all parents/carers of learners who are registered at the GTA on our GTA website.

Learners who are persistently late or absent soon fall behind in their learning. Learners who are absent from the GTA frequently develop large gaps in their learning which will impact their progress and their ability to meet their learning expectations.

Scope of the Policy

This policy applies to staff and learners of the GTA who access training at the GTA.

Schedule for Development/Monitoring/Review

This policy was approved by the Chief Executive in July 2017. Monitoring of the Policy will take place at regular intervals. The Governing Body will receive a report on the implementation of the Policy. The Policy will be reviewed annually, or more regularly in the light of any significant changes in attendance. The next anticipated review date will be listed on the front cover. The GTA will monitor the impact of the policy using:

- Registers
- Monitoring absence slips

Authorised absence

An absence is classified as authorised when a learner has been away from the GTA for a legitimate reason and the GTA has received notification from a parent or carer. For example, if a learner has been unwell and the parent telephones the GTA to explain the absence. Only the GTA can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence

An absence is classified as unauthorised when a learner is away from the GTA without the permission of the GTA. Therefore, the absence is unauthorised if a learner is away from the GTA without good reason, even with the support of a parent.

Aims and Objectives

This attendance policy ensures that all staff and governors in the GTA are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy, we aim to:

- Improve learners' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 80% attendance for all learners.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the GTA.
- Work in partnership with learners, parents, employers, and the staff so that all learners realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which learners feel safe, secure, and valued, and encourage learners a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class tutors, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents, learners and employers.
- Equipping learners with the life skills needed to take responsibility for good attendance and punctuality.
- Maintaining effective means of communication with parents, learners, employers, and staff regarding attendance matters.
- Developing and implementing procedures for identifying, reporting, and reviewing cases of poor attendance and persistent lateness.
- Supporting learners who have been experiencing any difficulties at home or at the GTA which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at the GTA.

Procedures

The GTA will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To clearly communicate the attendance procedures and expectations to all staff, learners, parents and employers.
- To have consistent and systematic daily records which give details of any absence and lateness.
- To follow up on absences and persistent lateness if parents/carers have not communicated with the GTA.
- To inform parents/carers/employer what constitutes authorised and unauthorised absence if required.

All staff should be aware that they must raise any attendance or punctuality concerns to the Senior Managers with the responsibility of monitoring attendance.

Responsibilities

All members of the GTA staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by learners and their parents/ carers
- Informing the Senior Managers where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up on absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultations where necessary

Senior Manager

The Senior Manager is responsible for:

- Overall monitoring of the GTA attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administration staff

Staff in the GTA Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents/employer regarding absence
- Contacting employer of absent learners where no contact has been made.
- Recording details of learners who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by learners and their parents/ carers and reporting concerns to the Senior Manager.
- Sending out standard letters regarding attendance.

Parents

Parents/Carers are responsible for:

- Ensuring that their learner attends the GTA regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the GTA office on the first morning of absence.
- Informing the GTA in advance of any medical appointments in GTA time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)

- Making requests for authorised absence in term time only, if necessary, as these are not automatically authorised.
- Talking to the GTA as soon as possible about any learner's reluctance to come to the GTA so that problems can be quickly identified and dealt with.

Registration

The GTA doors open at 8.30 am until 5:00 pm. This time is sufficient for all learners to come into their classroom.

Each class tutor has the responsibility for keeping an accurate record of attendance. Any learner who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.30 am and by 1.00 pm. (Attendance code / and \ for learners who are present) These registers are collected and returned to the GTA office.

Attendance registers are legal documents, and these must be kept secure and preserved for at least a period of seven years after the date they were last used.

Lateness

Any learner who comes into the GTA after 9:00 am will be marked as late in the register (unless other arrangements have been made). Learners who are persistently late will be interviewed and may have sanctions taken, further monitoring, employer meetings etc. Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the GTA will provide opportunities for parents/carers/employers to seek support and advice to address these issues.

Absences

Parents/carers/employers should contact the GTA on the first day of their learner's absence. When parents/carers/employers notify us of their learner's absence it is important that they provide us with details of the reason for their absence. All absences are recorded as either authorised or unauthorised absences on the computer.

Illness

When learners have an illness that means they will be away from the GTA long term, the GTA will do all it can to send material home, so that they can keep up with their GTA work. If the absence is likely to continue for an extended period or be a repetitive absence, the GTA will contact the parent/carer to see if arrangements can be made for the learner to be given some tuition via the Internet.

Addressing Attendance Concerns

The GTA expects attendance of at least 80%. It is important for learners to establish good attendance habits early on in their career.

Monitoring Attendance

Our office staff has the responsibility for ensuring that all the attendance data is accurately recorded on the appropriate software. Regular meetings are held with the Senior Managers to discuss all attendance concerns and appropriate actions are taken.