

Overview

If Learners are to get the greatest benefit from their education, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

Objectives

1. To ensure that all learners attend assessment and training sessions.
2. To ensure that all learners are punctual.
3. To win the support of employers in ensuring that their staff attend well and that they arrive on time.
4. To keep good records of attendance through registers and to take prompt action to follow up absences.
5. To work effectively with employers to follow up attendance issues promptly and efficiently.
6. To monitor closely learners with attendance and punctuality issues and to work with employers to bring about improvement.

Strategies

1. All staff will complete registers accurately for each session and will draw to the directors or co-ordinators attention any absences that are cause for concern or suspicion.
2. Learners arriving late will be reported to the coordinator each assessor will keep a record via their register of the times and occasions that a learner is late.
3. Where a learner is developing a pattern of absences the learner and employer will be contacted by the coordinator to discuss the pattern of absences.

Outcomes

Beacon will do all it can to ensure that learners come happily, willingly and punctually to all training and assessment sessions to ensure that all gain the greatest possible value from their education.