



## **ATTENDANCE POLICY**

We have a strict attendance policy at Brent Start. Students are expected to attend all classes in order to ensure effective learning and out of respect to other learners, to teachers and to prospective students who may be on a waiting list.

If a student is unable to attend a class they should inform the teacher the lesson before if it is a planned absence or, if it is an unplanned or emergency absence, contact reception in the relevant centre, making clear why they are unable to attend and when they will next be able to attend.

Students must attend at least 80% of classes in order to be entered for any awarding body assessment or examination. If a student's attendance falls below this rate they will receive a warning and if their attendance does not improve they may lose their place in the class.

### **The following are additional guidelines for Skills for Life and vocational courses:**

#### **For long courses (two terms or more)**

If a student misses more than one session in the first five weeks of the course they may lose their place in the class.

#### **For short courses (less than two terms)**

If a student misses more than one session in the first two weeks of the course they may lose their place in the class.

**In Community Learning courses the attendance expectations may vary depending on the nature of the course and the needs of the student.**

#### **Appointments**

Students should ensure they make appointments (e.g. medical appointments) at a time when they do not have a class.

#### **Punctuality**

Brent Start recognises that some learners may have other significant family or work commitments which might affect their ability to be on time. However, students are expected to be punctual to all classes in order to ensure effective learning and out of respect to other learners and to the teacher. If a student is regularly late to a class the teacher will discuss the reasons for their persistent lateness and whether they are able to continue the course at Brent Start. If a student is regularly late without good reason they may be required to leave the course.

#### **Transfers and withdrawals**

If a student wishes to change their class time, or to no longer attend, they should speak to their tutor. If a student is withdrawn from a course due to poor attendance they will have to wait at

least 6 months before being able to apply to join classes again and will be subject to any waiting list which might apply. If a student fails to complete two courses in a row they will not be allowed to join any more courses at Brent Start. Failure to complete a course means withdrawing due to poor attendance, failure to attend an exam, or failure to complete a portfolio for courses that are assessed by portfolio.