

# *Pilgrims*

## **PILGRIMS YOUNG LEARNERS**

### **Attendance Policy**

- Students are expected to attend every lesson and activity. We make our 100% attendance policy clear in the induction, and reinforce this message throughout the course with the message of active participation in everything we do.
- Students are accompanied by the teacher to their lessons. During the long break they are obliged to sign up to afternoon activities, where they are provided with a choice. This may also be done by a teacher using an eDocument at the end of the second lesson. The afternoon staff gather the students together after lunch and then accompany them to their respective activities. The evening activities are usually conducted in lock step, or pre-arranged groups which the staff running the activity will be aware of in advance as identified in the relevant POA. Any absences as a result of sickness are to be recorded in the Student Attendance Sheet.
- The teacher or relevant staff member should check attendance prior to leaving the designated assembly area. Any absent student should immediately be reported to the Assistant Director/Academic Manager, who will help to identify the cause of the absence. If a student has at any point been reported sick this will be noted in the relevant eDocument and all staff will be made aware. Sick students are to be placed under the supervision of a designated member of staff. No other reason for absence is acceptable.
- The Academic Manager and Assistant Director must keep a record of any absences for the Course Report.
- We use a 6 step procedure for dealing with non-attendance that is not directly related with a health condition – see below. In any conversation with students we

ask why they are unwilling to attend in order to try to find a constructive solution that will mitigate or eliminate the cause of the student's reluctance to participate.

- If it is necessary to resort to a written warning, a copy of the letter will be appended to an incident report and attached to the Course Report.
- Past registers are kept carefully filed for ease of access.
- Any changes in the course bedding plan are to be recorded to ensure that all students may be located.
- Attendance is a routine agenda item for daily staff meetings.
- Persistent attempts at absenteeism will be noted in the student's certificate at the end of the course.

### **Procedure for Academic Managers on dealing with absence**

#### **STEP 1: Consultation**

- The Academic Manager or Assistant Director arranges to talk to any student who is reported absent from any lesson or activity within five minutes of the commencement of the lesson/activity.
- In the meeting the Academic Manager finds out why the student is absent, and whether there is anything that may be done if the student is experiencing problems. The student is reminded of the school policy and made aware of the next steps should their behaviour continue. The Academic Manager logs the name of the student, date of talk and comments on the student Attendance Sheet. This sheet provides evidence of follow up, and allows any trends to be immediately identified.

#### **STEP 2: First verbal warning**

- If the same student is reported late/absent twice in any given week, the Assistant Director or Academic Manager will issue them with a verbal warning. A record of this warning will be logged in the Attendance Sheet.

#### **STEP 3: Second verbal warning**

- If the same student is reported late or absent for two further lessons or activities during the course, the Course Director will issue a second verbal warning, record of which should be made as in Step 2.

**STEP 4: First written warning**

- If the same student is then reported absent for a further two further sessions, the Academic Manager has a meeting with the student and gives them a first written warning, which includes the threat of contacting their sponsor and expulsion if there is a repetition. The student signs this document to indicate that they have received it and understand it.

**STEP 5: Second written warning**

- If the same student is reported late or absent again, the Course Director gives them a second written warning, and contacts their sponsor to inform them that unless they meet our expectations of attendance they will be expelled.

**STEP 6: Expulsion**

- If course attendance stays below 80% for the next two weeks the Principal expels them and informs the sponsors of the need to make an immediate arrangement for the student's transfer home.