



Attendance Policy 2021-22

Regular, consistent and punctual attendance is critical to positive learner outcomes and getting the most out of your course. Attendance and punctuality are also valuable life and employability skills.

We expect learners to make every effort to attend sessions, be punctual and prepared for your learning.

OCSW understand there may be personal commitments and pressures on your time such as caring responsibilities, ill health and work pressures which can lead to situations where attendance is not prioritised. Our priority is to ensure you are fully supported to attend sessions regularly and that your progress and achievement is a priority.

We will make every effort to remove potential barriers to attendance and to facilitate positive learner outcomes. Support may include online resources, supplementary work or adjustments to your timetable and will be arranged with the tutor, and /or Learning Advisor and may also involve the Curriculum Lead.

Learner Responsibilities

- Attend punctually for the start of the session (approximately 5 - 10 minutes early) and be ready to learn
- In online forums, such as MS Teams Classroom, you should be ready to start the session, have logged in, to identify any internet or technology issues that may be a barrier to attendance and ready to start when the course commences
- Aim for 100% attendance to ensure best possible outcomes
- Inform tutors as soon as possible of any planned absence and take responsibility for requesting additional work to be provided, as appropriate



LEARNER INFORMATION

- In the case of unplanned absence/illness notify OCSW as soon as possible by telephone 01752 660713, or email to info@oncoursesouthwest.co.uk and email the tutor
- Inform the Learning Advisor, Tutor, or Curriculum Coordinator of any possible issues that may affect attendance, such as caring responsibilities, transport, or work commitments, so alternative arrangements and /or support can be made
- If attendance or punctuality becomes an issue, discuss with the tutor, and agree next steps.

If all support and alternative arrangements have been exhausted this may include taking a break in learning or being withdrawn from the course in certain circumstances.

Learners are expected to attend for the entire session unless there are exceptional circumstances, which can be negotiated with the tutor, to ensure learning is not missed and other learners are not disrupted.

If you arrive late by ten minutes or more, you will receive a late mark in the register and in some instances of face-to-face learning may not be able to access the session due to health and safety considerations.

You should also refer to the 'Learner Conduct Policy and Procedure'. Learners may be subject to learner disciplinary procedures if disruption to their own or others learning is impacted through attendance or punctuality issues.