

## **ATTENDANCE POLICY**

We aim to create a safe environment which supports and inspires our learners, where they can learn, develop and progress. For this to happen in its truest form it is key that learners attend regularly, are on time for classes and ensure that their behaviour is appropriate within Rotunda Ltd Values.

The aim of this document is to outline how we can do this in partnership with individual learners, parents for our Homework Club and referral agencies. We want to work with our learners to:

- To raise attendance;
- Improve punctuality;
- To raise level of achievement; and
- Maximise opportunities for all.

We appreciate that some of our learners may have had serious issues with attendance in the past, but nonetheless we will seek to emphasise the importance of regular attendance and find ways to encourage Improvement. We want to work with learners to create regular attendance patterns as we see this as a joint responsibility.

### **To monitor attendance, we will:**

- Registers will be taken at all lessons by tutors.
- Learners are asked to contact reception at Rotunda by phone before their lesson if they are unable to attend.
- Parents/carers are asked to contact reception at Rotunda by phone or in person if their child is not going to be to attend the Homework Club.
- Punctuality: As with attendance we expect our learners to make the effort to arrive on time. We are aware, however, that there may be difficulties with this. We would hope to help our learners understand the importance of good timekeeping and would always praise effort and improvement.

### **To help us all to make this work, we will:**

- Have regular contact with learners via our Engagement Team who will make sure all needs are met where possible.

## **ABSENCE PROCEDURES**

### **If a learner is to be absent from Rotunda we ask that:**

- Contact us as soon as possible so that none attendance can be logged and the tutor informed. Contact can be made on 01512072176
- If you don't contact us for whatever reason, we will always ensure that we contact you to check on your wellbeing – we see this as a duty of care to you as a learner with Rotunda.



- We will do this via phone call, text message or what's app message – if you do get a message from us please contact us so that we understand your non-attendance.

**Emergency Telephone numbers:**

As a learner at Rotunda, there are times when we may need to contact a nominated person of your choice, due to illness or accidents, so we need to have your contact numbers up to date at all times. Can you help us by ensuring that we have your current telephone number and email address and that of a nominated contact.

**Rotunda Policy Review Record**

<b>Reviewed by:</b>	<b>Approval date:</b>	<b>Review frequency:</b>	<b>Review date:</b>	<b>Signed:</b>
Maxine Ennis	09/04/2024	Annual	10/04/2025	