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ATTENDANCE AND PUNCTUALITY POLICY



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POL8-ATTE – Attendance and Punctuality Policy Classification

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POL8-ATTE – Attendance and Punctuality Policy Classification

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2. Scope and Application

This procedure applies to all Company personnel and facilities

Failure to comply with the requirements of this procedure may result in investigation and subsequent formal action in line with the Company's Capability and Disciplinary procedures.

3. Responsibilities

CEO

Has overall responsibility for setting and directing: quality, environmental, safety and health, business continuity and information security policy and for ensuring the appropriate resources are available.

Is responsible for setting Company objectives and allocating adequate resources to meet those objectives.

Directors

Are responsible for ensuring that all SMS requirements are established, implemented, maintained and continually improved in accordance with the standards to which the Company subscribes and the legislation relative to the Company's operations.

Is responsible for ensuring that policies, procedures and associated documentation together with the required systems and associated training are developed and cascaded to individual teams.

Are responsible for reviewing, issuing and amending all SMS documentation and for providing information and training at all levels of the Company.

Are responsible for assessing compliance with this procedure during all internal audits.

Document Owners

Are responsible for all SMS documentation relevant to their department or area of work.

Document Authors

Are responsible for ensuring that they follow the style guide and process defined within the procedure when producing new or revising existing, SMS documentation.

All Team Members

Are responsible for ensuring they understand Company policy and procedures and follow the processes at all times.



4. Introduction

4.1 Basegreen Academy are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who develop alcohol related problems cause harm to themselves, to others and impair their performance.

- The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees as well as any visitors or contractors on the premises.

5. Aims of the Policy

5.1 The Policy Aims to:

- Setting high expectations for attendance and punctuality for all timetabled sessions.
- Ensure that learners attend sessions regularly and on time so that they can participate fully in their learning.
- Ensuring that there is documentary evidence of attendance and punctuality.
- Working in partnership with learners, employers, and where applicable parents to ensure good attendance and punctuality.
- Embedding a culture of professionalism
- Fostering a culture of respect and communication
- Monitoring and taking action to improve attendance and punctuality where necessary

6. Attendance and Punctuality Expectations

6.1 Expectations:

- All learners are expected to attend 100% of their timetabled sessions on time. This includes the standard course timetable and additional sessions that may be arranged.
- Learners are expected to arrive promptly for scheduled timetabled sessions.
- All learners' attendance will be monitored at the outset of their programme and a formal review of attendance will be conducted 6 weeks after the first session. Learners who have been absent without justification in the first 6 weeks may be removed from the programme.
- Attendance will be monitored regularly throughout the learners' programme.



- Learners must give good justification for any absence or expected lateness backed up with evidence where applicable. Learners must notify their tutor at the earliest opportunity and before the session starts of an expected absence or lateness.
- For apprenticeship and traineeship programmes the organisation will inform the learners' employer of any absence.
- Learners' attendance is monitored regularly and forms part of the progress reviews.
- The organisation reserves the right to remove a learner from the programme following three consecutive absences.

7. Medical Absences

- 7.1 The organisation understands that instances of ill-health can occur, and this will be taken into account when applying this policy. Learners will be expected to supply medical evidence to support an absence on medical grounds.

8. Pastoral Support and Additional Needs

- 8.1 The organisation is committed to providing pastoral support to learners with additional needs that could be affecting attendance. Tutors are there to support learners should they have any personal or health issues that affect their attendance. Learners are responsible for communicating issues that affect their attendance and punctuality.

9. Minimum Attendance

- 9.1 The organisation expects 100% attendance and timely arrival to sessions from all its learners. However, the organisation understands that absences may be unavoidable and thus sets a minimum attendance level of 85% across the duration of the course for all learners. This means that learners with three (3) or more absences throughout their programme may not meet the minimum attendance level.



10. Excused Absences

- 10.1 The Following will be considered 'excused absence' and will not count toward disciplinary procedures:

Excused Absence	
Excused Absence	Supported Evidence
Pre-Arranged annual leave	Employer Notification
Circumstances beyond the learner's control	Relevant evidence supporting the claim
Compassionate Leave	Employer Notification
Medical emergency	Medical Certificate/Evidence
Religious Holiday	Employer Notification

11. Absence and Lateness Management Procedure

- 11.1 At all stages, staff must consider pastoral and academic support needs in the application of disciplinary procedures and actions.



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Excused Absence			
First Absence	Second Absence	Third Absence	Fourth Absence
The learner will receive an informal verbal warning about the absence or lateness	The learner will receive a first written warning about the absence or lateness	The learner will receive a second written warning about the absence or lateness	The learner will receive a final written warning about the absence or lateness
The learner will be signposted to the Attendance and Punctuality Policy and supporting guidance	The learner will be signposted to the Attendance and Punctuality Policy and supporting guidance	The learner will be signposted to the Attendance and Punctuality Policy and supporting guidance	The learner will be signposted to the Attendance and Punctuality Policy and supporting guidance
The learner will be reminded of their commitment to the organisation's academic policies and the consequences of a further absence or lateness	The learner will be reminded of their commitment to the organisation's academic policies and the consequences of a further absence or lateness	The learner will be reminded of their commitment to the organisation's academic policies and the consequences of a further absence or lateness	The learner will be reminded of their commitment to the organisation's academic policies and the consequences of a further absence or lateness
The learner will be reminded of their commitment to the organisation's academic policies and the consequences of a further absence or lateness	The tutor will identify academic and/or pastoral support needs	The tutor will identify academic and/or pastoral support needs	The tutor will identify academic and/or pastoral support needs
The tutor will identify academic and/or pastoral support needs	<i>Apprenticeships and traineeships</i>) The learner's employer will be notified of the written warning	<i>(Apprenticeships and traineeships)</i> The learner's employer will be notified of the written warning	<i>(Apprenticeships and traineeships)</i> The learner's employer will be notified of the written warning



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		The learner will be required to attend a meeting with their course tutor and the employer (apprenticeships and traineeships) to discuss the concern surrounding absences or lateness surrounding absences or lateness avoid further escalation.	The learner will be required to attend a meeting with their course tutor, operations manager and the employer (apprenticeships and traineeships) to discuss the final warning and the consequences of a further absence or lateness and agree on the improvement actions required to avoid further escalation. The learner will be informed that an additional absence or lateness may lead to withdrawal from the programme
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12. Early Departure from a Session

- 12.1 The organisation understands that on exceptional occasions a learner may need to leave a session early. An early departure should be agreed upon with a tutor before the start of a session. The tutor will use their discretion to determine how an early departure from a session will be treated based on the circumstance.

13. “Missing Education”

- 13.1 Absence is a serious concern. The organisation must seek to protect all learners and as part of this duty, it must be aware of the whereabouts of learners during planned sessions. If a learner’s whereabouts are unknown may be considered a learner ‘missing in education’ and as such could represent a safeguarding or welfare concern. Tutors must seek to identify the whereabouts of learners in the instance that notification of an absence hasn’t been received.

14. Safeguarding and Wellbeing

- 14.1 Continued lateness or absence may be raised with the safeguarding team if there are indications of possible safeguarding issues.



15. Under 18 Learners

- 15.1 The parents/guardians of learners aged under-18 may be contacted concerning absence and persistent lateness.

16. Roles and Responsibilities

16.1 The Learner

- Comply with the Attendance and Punctuality Policy
- Attend all sessions by the scheduled start time
- Aim to achieve 100% attendance and maintain a minimum of 85% attendance
- Inform their tutor of an absence or lateness before the start of a session

18.2 Tutor

- Responsible for logging, monitoring, and managing attendance and punctuality
- Responsible for identifying and proactively managing the punctuality of their learners for all aspects of their programme of study
- Ensure learner adherence to the Attendance and Punctuality Policy

18.3 Employer

- Supporting Basegreen staff to implement the Attendance and Punctuality Policy
- Ensure that learners can attend all planned sessions
- Notify tutors of learner absence or lateness before the planned session
- Attend disciplinary meetings as requested by Basegreen staff
- Support action plans to remedy and reduce absenteeism/punctuality issues

18.4 Education Support Team

- Providing monthly attendance reporting and statistics for tutors and managers



18.5 Operations Manager

- Responsible for approving course timetables
- Ensuring that each tutor completes attendance records for all sessions
- Monitor attendance reports, statistics, and trends
- Facilitate solutions to remedy and reduce absenteeism/punctuality issues
- Ensure staff adherence to the Attendance and Punctuality Policy



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