

## P213 Attendance Management Policy

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	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	√	√

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## P213 Attendance Policy

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#### Version History

Version	Description of Changes	Date
2	Uploaded to CAFRE Policy template	June 2023

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## **P213 Attendance Policy**

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### **1. Introduction**

- 1.1 CAFRE is required to monitor attendance by the Education Authority and the Student Loan Company so that financial penalties can be imposed if attendance falls below acceptable standards.

### **2. Scope**

- 2.1 This policy applies to all CAFRE Further and Higher Education Programmes.

### **3. Objectives**

- 3.1 To establish common procedures for dealing with learner absences.

### **4. Procedure**

- 4.1 Staff are responsible for promptly completing electronic attendance registers for all scheduled activities. Late attendance and non-return to class will also be recorded.

- 4.2 Learners are required to:

4.2.1 Notify their year manager in advance if they expect to be absent and submit a self-certification form, in the case of sickness, to them on their return.

4.2.2 Inform their year manager if their period of absence is longer than expected.

4.2.3 Provide a medical certificate if absent due to illness for a period of more than **5 working days**.

4.2.4 Where a period of illness/incapacity has an impact on a learner's ability to fully participate in the practical activities associated with a programme, they will be required to produce a letter from their GP/consultant detailing any restrictions that may apply and where appropriate detailing their fitness to return to activities.

- 4.3 Year Managers will review attendance records weekly and follow up any attendance issues identified. Please note that both face-to-face and remote classes count towards student attendance.

- 4.4 Lateness will be dealt as a misdemeanor under the Disciplinary policy.

Year Managers will contact FE learners who are absent from class (includes face-to-face and remote classes) without authorisation within **ONE working day** to determine the cause and likely date of return. Where a learner is absent from online or remote classes, the learner and Year Manager must discuss the reasons for the absence. If a learner has technical difficulties accessing the class, alternative arrangements may be required. In such cases the learner and Year Manager must agree what the alternative arrangements will be.

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- 4.5 Where a learner is absent for **3 days**, or the equivalent of 3 days in missed classes (which may be any combination of unauthorised absence from face-to-face OR no evidence of engagement with remote learning classes) or **three consecutive classes within the same unit/module**, a letter/email will be issued by the Programme Manager inviting them to an interview with the Programme Manager and Year Manager which they must attend. Student will be advised/referred to Student Support Officer as appropriate. A written record of the interview will be placed in the learner's file and will constitute a **formal warning** if the absences cannot be justified.
- 4.6 Where a learner is absent for **5 days**, or the equivalent of 5 days in missed classes, they will be interviewed by the relevant **Student Progress Committee (SPC)**. This committee may refer the case to the relevant funding committee with recommendations that awards/loans are suspended.
- 4.7 Programme Managers have discretion on referrals to the SPC and can refer learners to the SPC in advance of the trigger points detailed above should this be deemed necessary.
- 4.8 Where a learner is absent for 10 days or the equivalent of 10 days in missed classes they will be interviewed by the relevant Progress Committee, and unless a satisfactory reason can be given, will be deemed to have withdrawn from the programme (FE) or evaluated at the Board of Examiners
- 4.9 The Secretary of the Progress Committee will be responsible for informing the learner's funding body.
- 4.10 Programme Managers will refer to the current academic year only when considering penalties for absence.
- 4.11 Appeals will be dealt with under the CAFRE Appeals procedure detailed below.

### **5. Appeals**

The learner has the right to appeal a formal decision made by CAFRE. This means that the learner is requesting another individual (or a number of individuals) with the appropriate authority to review the previous decision.

The appeal must be submitted in writing by post or email to [CAFREappeals@daera-ni.gov.uk](mailto:CAFREappeals@daera-ni.gov.uk) within 10 days of the original decision being made.