LEARNER ATTENDANCE POLICY AND PROCEDURE 2025-2026

SECTION 1: CONTEXT

1.1 The purpose of this Policy is to:

- Uphold Green Labyrinth's mission statement "Empowering Learning, Transforming Lives" for learners' attendance
- Provide clear guidelines to staff, learners, parents, carers and employers on learner attendance policy and procedures at Green Labyrinth.

SECTION 2: STATUS

2.1 This policy was approved by the Senior Leadership Team on 28th August 2025.

2.2 The Learner Attendance Policy links to the following:

- Learner Agreement
- Our Charter
- Learner Complaints Policy
- Fitness to Study Policy

SECTION 3: DEFINITIONS

3.1 Attendance means the time spent participating in all recorded Green Labyrinth's activities, for example, teaching, practical activities, tutorials and enrichment programme, and remote learning events, including, work placement, volunteering and fundraising.

3.2 There is no universally agreed international definition of the youth age group. For statistical purposes, however, the United Nations – without prejudice to any other definitions made by Member States – defines 'youth' as those persons between the ages of 15 and 24 years.

SECTION 4: EXPECTATIONS

4.1 Learners are expected to achieve 100% attendance.

4.2 Regular and consistent attendance at Green Labyrinth is essential for learner success and achievement.

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4.3 Each case of learner absenteeism will be treated individually as there may be a wide range of issues impacting on attendance.

4.4 All staff and learners understand the attendance expectations and procedure in this policy.

4.5 Green Labyrinth understands that there are valid reasons for learner absence, such as illness, bereavement or medical appointments. Learners are to inform the college of any known absences.

SECTION 5: PROCEDURE

5.1 Learners

- Learners report any absence to Green Labyrinth by phone, text or email. The email is spadmin@greenlabyrinth.co.uk, or you can call on 01793 236245 or text 07886 258319.
- Learners should inform a member of the admin team if they know of any period of absence in advance.
- Absences on grounds of ill health which are greater than 7 days will require a medical certificate. These arrangements apply to both face-to-face teaching sessions and to remote learning.
- Learners expecting prolonged absenteeism are advised to speak to their mentor to discuss the possibility of alternative study arrangements and learner support.

5.2 Green Labyrinth Staff

- The mentor team will monitor attendance data on a regular basis and manage interventions.
- It is the responsibility of the teaching staff to complete the register completely and accurately each lesson.
- In the case of a learner not attending, staff need to ensure that non-attendance is recorded on the appropriate register. In the case of a learner notifying Green Labyrinth of an authorised absence, a member of the admin team will record this on the appropriate register.
- Parents, carers, employers and other key workers will be notified of any absences by the most appropriate means of communication.
- Any attendance concerns from staff are to be referred to the mentor team.
- In the event of continued absenteeism, the process detailed in 5.3.2 will be implemented by admin, mentors and mentor team.

5.3.1 Attendance Ranking

A learner's attendance will be reported on using the following parameters:

Percentage Attendance	Judgement	Ranking
0 – 44	Unsatisfactory	Red

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Version/Date: 28.08.2025	
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45 – 64	Adequate	<mark style="background:yellow">Amber</mark>
65 – 84	Good	<mark style="background:lime">Green</mark>
85 – 100	Excellent	<mark style="background:green;color:white">Dark Green</mark>

5.3.2 **Attendance Monitoring**

The admin team will monitor attendance manually for the first term. Green Labyrinth plans to monitor attendance electronically on the Arbor system from January 2026.

Five underlying principles will be adopted for attendance monitoring:

1. All staff will build attendance requirements and arrangements into the induction process for all new learners.
2. Each learner will be treated individually.
3. A message will be sent to the parent/carer as well as the learner themselves when they are absent.
4. *Intervention will begin once a learner's attendance drops below 90%. From 2026, electronic reports will flag up poor attendance per week to appropriate staff.*
5. All teaching staff will maintain registers and logs with details of learners' non-engagement in face-to-face, online and home learning.

When a learner's attendance falls below 90%, their mentor has 3 options:

▪ **Option A: No action required**

Staff member will address attendance concerns with learner and continue to monitor attendance. This may be the most appropriate action in a first instance of attendance dropping. If there is a barrier identified, appropriate support will be offered.

▪ **Option B: Disciplinary action**

Attendance information gathered by staff does not indicate that health issues or personal circumstances are preventing the learner from attending. In this case the mentor will:

a. issue a 'verbal warning' to the learner.
b. send details of attendance to parent, carer and the learner.
c. start 2-week Conduct Review.

`▪ **Option C: Fitness to study**

When information gathered by staff raises health issues and/or personal circumstances which are genuinely preventing the learner from attending their programme of study. In this case the mentor will:

a. discuss with mentor team and management with details on why the 'Fitness to Study' policy should be activated.
b. decide action required to support the learner and meet compliance requirements. A 1:1 with Careers Coach, a second Conduct Review or an alternative placement may be options to consider.

5.4.1 First Occurrence of unauthorised absence below 90% or lower

When a learner's attendance falls below 90% for the first time the actions that will be taken are:
▪ Text message sent to learner and parent/carer.
▪ Record of absence on register and other relevant documents.
▪ If learner indicates an issue with a subject, exam or unit, mentor to refer to delivery staff to provide support to learner.
▪ Mentor to record attendance details and monitor the learner's progress on relevant documents and system when implemented.
▪ Learners will still be expected to provide evidence such as GP notes to their mentor if requested.

5.4.2 Second Occurrence of unauthorised absence below 90% or lower

When a learner's attendance falls below 90% for the second time, the actions that will be taken are:
▪ Learner flagged as Amber risk.
▪ Text message sent to learner and parent/carer.
▪ Mentor meeting to discuss attendance concerns and solutions with learner and inform parent/carer.
▪ Conduct Review considered by mentor team.

5.4.3 Third Occurrence of unauthorised absence below 90% or lower

When a learner's attendance falls below 90% for the third time, is significantly low or has not improved after two Conduct Reviews, the actions that can be taken are:

▪ Learner flagged as Red risk.
▪ Text message sent to learner and parent/carer.
▪ Mentor meeting to discuss attendance concerns and solutions with learner and inform parent/carer.
▪ Learner is placed on Conduct Review if not already.
▪ Mentor to arrange a meeting or Fitness to Study Panel with a member of SLT.
▪ Failure to adhere to Conduct Review escalates place to serious review.
▪ Exit strategy and advice arranged.
▪ Learner may be offered a 1:1 Careers Coaching session or a place on a remote learning programme as part of this exit strategy if appropriate.

From January 2026 attendance tracking will be electronic
▪ *'Unauthorised' register mark triggers report to mentor team indicating occurrences of absence below 90% for RAG rating*
▪ *Data to be shared with relevant staff and parents and keyworkers*
▪ *Mentor to record attendance status on relevant documents, tracking and Arbor i.e. if learner is now on Conduct Review*

Please see Appendix One for Conduct Review

SECTION 6: MONITORING

6.1   This policy will be monitored by the Senior Leadership Team.

Author: R Katatic	
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SECTION 7: REVIEW

7.1   The policy will be reviewed annually.

7.2   The next date of review will be August 2026.

7.3   Subsequent Reviews:

Reviewer	Review Date	Amendments Yes/No	Amendments Approved & Date
R. Katatic	05/02/2025	Yes	Change of Behaviour Report to **Conduct Review**
R. Katatic	15/08/2025	Yes	Addition of weekly tutor group reflection for learner self-assessment on attendance. Change of job title from Learning Mentor to Mentor Details on Arbor installation and how attendance will be electronically recorded and monitored from January 2025.
R. Katatic	07/09/2025	Yes	Removal of tutor group

APPENDIX ONE

CONDUCT REVIEW

Learner Name:	
Mentor:	
Dates of Conduct Review:	
Targets:	

Targets:
1. _____

2. _____

3. _____

Author: R Katatic
Version/Date: 28.08.2025
Review Date: 28.08.2026

WEEK 1 Day /Lesson	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
Monday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Tuesday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Wednesday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Thursday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Friday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Comments:	*Details on punctuality, rewards and Ms*					
WEEK 2 Day/Lesson	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
Monday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Tuesday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Wednesday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Thursday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.

Author:	R Katatic
Version/Date:	28.08.2025
Review Date:	28.08.2026

Friday	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Comments:	*Details on punctuality, rewards and Ms*					
Review:	*Wins and areas for improvement? Any patterns to note?* *Has the learner passed Conduct Review?*					
Next Steps:						

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