

the learner as missing and inform social care practitioners.

Teachers are required to monitor learner attendance via the register and to address issues of absenteeism according to this policy and implement the necessary interventions to support learner attendance.

Where a learner is absent for 10 consecutive days (including weekends) has a duty to report this to the relevant local authority as per the terms of our NAS contract. This is particularly important in the light of our PREVENT duty. The Principal is responsible for carrying out this task.

Teachers must take timely and accurate registers at the start of each session. This is because:

- Learner attendance is closely linked to successful learner outcomes;
- The college has a responsibility to know which learners are at college and a duty of care for young adults when at college;
- Registers are an auditable criterion linked to funding;
- Registers are a legal document
- Registers are used to evidence a learners Study Programme.

Attendance and register audits will take place regularly. Staff have a responsibility to immediately report issues, problems or concerns with taking registers to the DSL.

Policy Owner	Principal of College	Date:	October 2024
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