



# LEICESTER TIGERS Foundation

## Absence Management Policy

### 1. Introduction

Students should be punctual and regular in their attendance, unless ill, at all time-tabled commitments. They are required to account for all absences by phone call or email to the tutor / assessor on the day. The Leicester Tigers Foundation monitors attendance and punctuality and reports accordingly. Attendance records are reported regularly at Senior Managers Meetings.

### 2. Scope

This policy applies to all learners studying with the Foundation. The purpose of this policy is to make explicit the expectation of the Foundation for all students and parents in managing learner absence. Breaches of this policy will be managed through the Foundation's Disciplinary policy and procedure. This policy underpins the Foundation's core values and will be used objectively and free from discrimination in accordance with the Foundation's Training Equality and Diversity policy.

### 3. Purpose

This policy is in place to ensure that student achievement is not damaged by poor attendance.

Definition Accepted Absences;

- Notified in Advance Medical or dental appointment, which cannot be arranged outside of education hours.
- Occasional care for a person if student has definite caring responsibilities.
- A religious holiday.
- Visit to University to attend an open day/interview; a career related interview
- Unwaged work experience placement relevant to course.
- Attendance at a funeral.
- A driving test.

Acceptable Unforeseen Absences- If tutor / assessor notified on the Day;

- An emergency family situation.
- Transport problems with no alternative solution.
- Isolated short periods of genuine sickness: up to 5 days with details furnished by student or parent over 5 days with medical practitioner support.
- Absence related to a disability which has previously been declared to the Foundation in writing: up to five days with details provided by student/parent, over five days with medical practitioner support.



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Absences not Acceptable;

- Holidays.
- Part or Full Time Work, which is not part of the student's programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings.
- Shopping.
- Driving Lessons.
- Routine medical/dentist appointment in education time, which could be held outside these hours.

#### 4. Sanctions

Persistent absentees (defined as students with attendance of 85% or below) may have the following sanctions imposed:

- Learning contract
- Refusal of continuation into year 13
- Refusal of restart requests
- Expulsion from the Foundation if there is continuing persistent absence or if the student is absent for three weeks or more

#### 5. Evidence Requirements

| Reasons  | Evidence Required   |
|--|---|
| Medical appointments which cannot be rearranged outside of session timetable                         | You will need to provide a copy of your appointment letter/card                               |
| A particular need to look after a family member or person with whom you have caring responsibilities | None- but tutor should be aware of your responsibilities to provide extra support if required |
| Recognised religious holidays pertinent to your faith  | None  |
| University interviews or open days   | Proof of appointment from establishment   |
| Attendance at funerals   | None  |
| Practical Driving Test   | Confirmation email or letter  |
| School or work experience placements   | None  |



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The list above is not intended to be exhaustive and should you have any doubt about a particular absence, you should always discuss it with your tutor / assessor.

|                     |            |
|---------------------|------------|
| Date Completed      | Sep 21     |
| Date Approved       | Sep 21     |
| Approved by         | Sam Swift  |
| Implementation Date | October 21 |
| Date Reviewed       | Sep 22     |