



# LEICESTER TIGERS Foundation

## Absence Management Policy

### 1. Introduction

Students should be punctual and regular in their attendance at all timetabled commitments unless ill. They are required to account for all absences by phone call or email to the tutor/assessor on the day of the absence. 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 Foundation's expectations for all students and parents in managing learner absence and punctuality. 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 ensures that student achievement is not damaged by poor attendance or lateness.

#### 3.1 Definition: Accepted Absences

- **Notified in Advance:**
  - Medical or dental appointment, which cannot be arranged outside of education hours.
  - Occasional care for a person if the student has definite caring responsibilities.
  - A religious holiday.
  - Visit to a university to attend an open day/interview; a career-related interview.
  - Unwaged work experience placement relevant to the 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, previously declared to the Foundation in writing: up to 5 days with details provided by student/parent; over 5 days with medical practitioner support.



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### 3.2 Lateness

Students are expected to arrive on time for all scheduled sessions. Repeated lateness can disrupt learning and impact overall achievement. The following guidance applies to lateness:

- **Acceptable Reasons for Lateness:**
  - Unforeseen delays in public transport with no alternative available.
  - Short-term personal emergencies (to be communicated to the tutor/assessor as soon as possible).
- **Unacceptable Reasons for Lateness:**
  - Oversleeping.
  - Routine traffic delays that could have been anticipated.
  - Personal errands.

Persistent lateness may lead to discussions with the tutor/assessor and, if it continues, may result in disciplinary action in line with the Foundation's policies.

### 4. Sanctions

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

- Learning contract.
- 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 without valid reason.

### 5. Evidence Requirements

| Reason   | Evidence Required  |
|--|--|
| Medical appointments that cannot be rearranged outside of session timetable                          | 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 |
| Recognized 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 exhaustive. If you are uncertain about a particular absence, always discuss it with your tutor/assessor.

### **6. Children Missing Education (CME)**

The Foundation is committed to safeguarding all learners and ensuring they do not miss out on their education. If a student is absent without explanation for an extended period, or if there is a pattern of irregular attendance, the Foundation will follow procedures outlined by local authority guidelines for Children Missing Education (CME). This includes notifying relevant agencies to ensure the safety and wellbeing of the student.

For more information on CME procedures, please refer to the local authority's guidelines on Children Missing Education or contact the designated safeguarding lead.

**Policy reviewed in Sep 24. Next review Sep 25**