



YMCA **Wales** Community College



Learner Attendance Procedure





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The College is aware that adult learners can have complex and difficult lives that disrupt attendance and punctuality patterns. However it is good practice to encourage learners to be punctual and to complete their course.

It is the tutor's responsibility to record learner attendance and absence on the attendance register.

Tutors must provide the College with a copy of their register(s) with their monthly pay claims.

Tutors must follow up learners who have been absent without explanation from 2 consecutive classes using a standard letter or by making a telephone call. A copy of the standard letter can be found on the College website 'form store'. Tutors can provide the College details if they would prefer not to give their home telephone number to learners.

Alternatively tutors can ask the College to send a letter to learners on their behalf. Tutors should contact the College administrator on 02920 755444 or at info@ymca-wales.ac.uk with the following information:

- Learner name
- Course title
- Whether the tutor is willing to give out their telephone number

Contact with learners should be recorded on the register with a **C**.

A learner is considered to be withdrawn from the course if they:

- Inform the tutor that they do not intend to return, or
- Are absent for 3 consecutive sessions and have not indicated that they intend to return

It is the tutor's responsibility to inform the College of all withdrawals. Within one week of withdrawal the tutor must complete a student withdrawal form and return it to the College.

Any concerns that a tutor may have about attendance or punctuality issues can be discussed with their College SMT member.