

## Attendance Policy

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Levels of attendance have a direct impact on the success of our students. Learners are more likely to make progress and achieve their qualification if they attend classes regularly. Nova therefore has high expectations of attendance and punctuality. Learners are expected to attend all classes unless there are exceptional circumstances.

### Absence from a training course

- You must attend at least 90% of the course
- You must inform a member of staff if you cannot come to a lesson
- If you are absent due to sickness, you must text or telephone Nova (or arrange for someone else to call on your behalf) and notify a member of staff by 10am on each day of absence
- You need to explain the reason for your absence and say when you expect to be back
- You need to bring evidence relating to any appointment to the next class.

If you have to leave during the day, please tell a member of staff before you go.

If you expect to be absent due to illness for two weeks or longer you should temporarily discontinue your training and discuss with your tutor the possibility of completing your course at a future time.

### Authorised Absence

In extreme circumstances authorisation for absence from training for up to a maximum of 2 sessions may be given. Authorisation must be sought from your tutor in advance. Failure to get advance permission will result in the absence being regarded as unauthorised. Reasonable grounds would cover absences due to attendance at ante-natal clinics, courts of law, community health councils, or for time off to attend job interviews. Evidence must be provided on your return e.g., letter from Job Centre.

Requests for compassionate leave will be considered sympathetically by your tutor, at whose discretion it may be granted. The sort of event which would lead to a grant of compassionate leave would be bereavement or the very serious illness of a close relative. Even under these circumstances, ongoing absence would lead to withdrawal.

It is the responsibility of learners who are granted authorised absence to arrange to complete the extra hours required to bring their coursework up to date. Learners who attend examination courses will be expected to attend Open Learning sessions where they will work using materials prepared by their tutor.

### Unauthorised Absence and Withdrawal Procedure

A learner will be deemed to have taken unauthorised absence if they are absent from their training course without making any prior arrangement.

If a student fails to inform Nova of lateness or absence they may be removed from the course. Please remember we always welcome students to talk to us if they have difficulties with their attendance.

### Missed Advice and Guidance Appointments

It is important that you give us at least 24 hours notice if you are unable to keep an appointment. If you do not give us sufficient notice of cancellation, you will not be given another appointment for at least two weeks. If you have been referred to Nova by Jobcentre Plus, your name may be referred back to them if you miss appointments.

Created: March 2021

**Last review date: March 2023**

**Next review date: March 2025**

