

Attendance and Punctuality Policy Summary

A Guide for Learners

Why Attendance Matters

Coming to class regularly and arriving on time helps you get the most from your course. Good attendance can help you:

- Achieve your learning goals
- Gain qualifications
- Build confidence and skills
- Progress into further learning, volunteering or employment

What We Ask of You

- ✓ Attend every class whenever possible.
- ✓ Arrive on time and be ready to learn.
- ✓ Let your tutor know if you cannot attend.
- ✓ Discuss any attendance difficulties with your tutor as early as possible.
- ✓ Work with your tutor to agree attendance goals if improvement is needed.

We Understand Life Happens

We know that adult learners can face challenges which affect attendance, including:

- Ill health
- Caring responsibilities
- Work commitments
- Financial difficulties
- Transport problems
- Language barriers
- Other personal circumstances

If something is making it difficult for you to attend, please speak to us. We will do our best to help and may be able to signpost you to additional support.

If You Cannot Attend

Please contact your tutor or the ACL team as soon as possible.

 07702 959814

 adultlearning@sthelens.gov.uk

Support for Learners

ACL is committed to providing an inclusive learning environment.

Reasonable adjustments and support will be provided where needed for learners with disabilities, medical conditions or other identified needs.

What Happens If Attendance Becomes a Concern?

If your attendance falls or you stop attending:

- We will try to contact you.
- We will discuss any barriers affecting your attendance.
- We will agree support and actions where appropriate.

If there is no contact and no agreed plan to return, you may be withdrawn from the course.

Our Commitment

We want every learner to learn, belong and thrive. We will support you to maintain good attendance. This will help you achieve, progress and get the best possible experience from your learning!