Cubitt Education Ltd – Attendance and Punctuality Policy

Policy Owner: Cubitt Education Ltd
Approved by: Sadie Walters
Date: 19.08.2025
Review Date: 19.08.2026

1. Policy Statement

Cubitt Education Ltd is committed to maintaining high standards of attendance and punctuality for all learners and staff. Consistent attendance and prompt arrival are essential for achieving learning outcomes, meeting regulatory requirements, and ensuring the effective use of teaching time.

This policy outlines expectations, procedures, and consequences for poor attendance or punctuality, ensuring a fair and supportive approach.

2. Purpose

The aims of this policy are to:

- Set clear expectations for attendance and punctuality for learners and staff.
- Ensure compliance with ESFA funding rules, Ofsted expectations, and awarding body requirements.
- Promote personal responsibility, reliability, and professional conduct.
- Minimise disruption to teaching, assessment, and learning activities.

3. Scope

This policy applies to:

- All learners enrolled on apprenticeship programmes, regulated qualifications, or CPD courses with Cubitt Education Ltd.
- All teaching, assessing, and support staff employed or contracted by Cubitt Education Ltd.

4. Attendance Requirements

4.1 Learners

- Expected to attend 100% of scheduled learning sessions, workshops, tutorials, and assessments.
- Attendance is recorded at every session using the official register system.
- Minimum acceptable attendance is 90%; anything below this will trigger a review.
- Planned absences must be approved in advance wherever possible.
- If a learner is unable to attend, they must inform their tutor/assessor before the start time of the session.

4.2 Staff

- Expected to attend all scheduled teaching, assessment, and administrative sessions in line with their contract.
- Any planned absence must be approved by their line manager in advance.
- In cases of illness or emergency, staff must notify their line manager at the earliest possible opportunity.

5. Punctuality Requirements

5.1 Learners

- Expected to arrive on time for all sessions.
- Late arrival will be recorded and monitored.
- Persistent lateness (three or more occasions in a month) will result in a review meeting and potential action plan.

5.2 Staff

- Expected to arrive early enough to prepare for teaching/assessment before the scheduled start time.
- Persistent lateness will be addressed via the staff performance management process.

6. Recording and Monitoring Attendance

- Attendance and punctuality are recorded electronically and/or on paper registers.
- The Quality Team reviews attendance data monthly for patterns of concern.

- Attendance data forms part of learner progress reviews and staff performance monitoring.

7. Managing Absence

Learners:

- If attendance falls below 90%, the tutor/assessor will:
    1. Arrange a meeting with the learner to discuss reasons for absence.
    2. Agree an Attendance Improvement Plan if needed.
    3. Notify the employer (for apprentices) and record actions taken.

Staff:

- If attendance/punctuality concerns arise, the line manager will:
    1. Hold a discussion to identify causes.
    2. Agree reasonable adjustments or support where applicable.
    3. Escalate persistent issues through HR procedures.

8. Special Considerations

- Cubitt Education Ltd will make reasonable adjustments for learners or staff with disabilities, medical conditions, or caring responsibilities.
- All attendance data will be handled in accordance with the Data Protection Act 2018 and GDPR.

9. Responsibilities

Learners:

- Attend all scheduled learning.
- Arrive on time and prepared for sessions.
- Notify staff of unavoidable absence in advance.

Staff:

- Model good attendance and punctuality.
- Record attendance accurately.

- Follow procedures for reporting absence.

Managers:

- Monitor attendance data.
- Address concerns promptly and fairly.
- Ensure compliance with policy.

10. Review of Policy

This policy will be reviewed annually, or sooner if required due to changes in legislation, ESFA funding rules, or Ofsted guidance.

Document Control
Version: 1.0
Date Approved: 19.08.2025
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