

## **LEARNER ATTENDANCE POLICY**

This policy is to be applied when learners are attending a training or classroom based training activity.

The trainer and/or instructor will notify all learners no later than the first day of class of this policy. Unexcused absences (which could include arriving late) could result in the learner's removal from the training course. If the learner is unable to attend class, he or she must immediately notify Dyslexia Cornwall by phone.

It is the responsibility of Dyslexia Cornwall to supply learners with a phone number as part of their induction where they can leave messages. The instructor/trainer assesses all reasons for absences longer than two days. The instructor will then investigate all absences prior to the accumulation of two days, and will arrange a meeting with the learner and any other third party as appropriate, to investigate the attendance problem. Appropriate support will be put in place as necessary as Dyslexia Cornwall recognizes the difficulty some dyslexics have with organization and time management.

When absences are of an unexcused nature, the trainer and/or instructor will give a letter to the learner, indicating clearly on the letter that further unexcused absences will result in their termination from the training course programme. One copy of this letter will go into the learners file and action taken as a result of the meeting between the learner and the trainer will be given to course manager.

When recommended action by the instructor/trainer calls for termination of the learner from the programme, or transfer to other provision, the Dyslexia Cornwall will in writing;

- notify the learner of the termination
- notify Dyslexia Cornwall's administration team to update their learner records
- notify the appropriate funding organisation to update their learner records

A copy of the termination or transfer will be placed in the individual's learner file.

## **Monitoring and review**

The Board of Trustees, will regularly review the operation of this policy.

**This policy has been approved and authorised by the Trustees of Dyslexia Cornwall.**

Signed:



Name: Barbara Hewett-Silk

Position: Chairperson

Date: 4<sup>th</sup> May 2018

Next review due: May 2019