

EAST LONDON ARTS & MUSIC



THE INDUSTRY ACADEMY

Trainee Attendance & Punctuality Policy

2022-23

1) Introduction

In order for Trainees to make excellent progress during their time at ELAM and to be fully prepared for their next steps, it is crucial that they attend regularly and on time. We have high expectations of all Trainees and will support them to practice good routines with regards to attendance and punctuality (A&P) so that they are successful in the creative industries and in their adult lives.

We seek to instill the ELAM value of *dependability* in all Trainees and recognise that poor attendance can have a detrimental impact on Trainees' learning, personal progress and relationships. We expect Trainees to attend and take full advantage of lessons, Tutor sessions and the many wider industry opportunities available to them at ELAM.

2) The ELAM Essentials

The ELAM Essentials are the 'industry ready' behaviours that we expect of Trainees during their time with us. These expectations underpin our approach to behaviour, attendance/punctuality and they will support Trainees to make excellent progress with their learning, make the most of the opportunities available at ELAM and step into industry as highly-skilled, reliable and professional individuals.

The first 'ELAM Essential' focuses on attendance and punctuality:

1. *Attend all sessions, on time*

- *Attend all scheduled sessions, assemblies, opportunities and Tutor time*
- *Be on time to sessions*
- *Remain in your session unless you have been given permission by the session leader to leave*

In the industry, you will be expected to arrive on time to meetings, screenings, performances, sessions and soundchecks. You will likely be working as part of a production team or group and it is important that you can be relied upon and that you do not let other members of the team down. If you are late or miss a session, this might create a bad impression and possibly risk future partnerships or opportunities.

3) Trainee Target

Trainees should aim to achieve an average attendance of **96%** - this is in line with the national expectation set by the Government. Trainees should also aim to be on time to at least 96% of sessions.

4) Approved off-site activities

At ELAM, industry opportunities and activities form a core part of our unique curriculum. In order to support Trainees with their learning and development, and to effectively prepare them for life in the industry, we may approve absences for curriculum and industry related opportunities, where Trainees have requested absence in advance via the [Commitment Form](#) and where there are no concerns regarding their A&P or behaviour.

5) Roles and Responsibilities:

All stakeholders have a role to play in ensuring that our Trainees maintain good levels of attendance and punctuality. The roles and responsibilities of Trainees, parents/carers and ELAM staff have been outline below:

TRAINEE

- Aim to attend all lessons (min. 96%) on time. Take personal responsibility for attendance and punctuality.
- Complete the [Commitment Form](#) 72 hours in advance (or as soon as possible) of any planned absence and discuss plans/needs with Tutor and/or Progress & Development Lead (PDL). Absence that has not been authorised in advance will be considered truancy and will be referred to the PDL/Assistant Principal (AP).
- Ensure that lessons and ELAM activities are prioritised over work commitments and schedule paid work shifts outside of lesson time.
- If you are late or do not have AM lessons, you must sign in at Reception on arrival.
- You must attend PM Tutor session every day and your weekly assembly, even if you do not have any afternoon lessons.
- You must arrive at college before **8.50am** and **attend AM Tutor session** if you have a lesson Period 1.
- Ensure that any work missed due to absence has been requested from teachers and caught up on. If absent on a project submission deadline, work should still be submitted on time.
- If you are running late, you should contact the Attendance Officer via the attendance line (**0207 515 2159**) or email attendance@elam.co.uk to let them know in advance
- Truancy or persistent absence/lateness will be referred to the Progress & Development Lead and Assistant Principal and you will be placed on an A&P support plan. Failure to improve or engage with the support on offer may result in the termination of your Trainee contract.

PARENTS/CARERS

- Take a proactive role in ensuring that the young person has a sense of personal responsibility and accountability for attendance and punctuality.
- Report any absence to ELAM via the attendance line (**0207 515 2159**) (not the Tutor) **before 8.30am**. **Trainees should not report their own absence.**
- Unreported absence will be considered truancy and a text message/phone call will be made to parents. Truancy or persistent absence will be referred to the Progress & Development Lead (PDL) and Assistant Principal (AP) and a review meeting may be called. Persistent absence or failure to engage with an A&P Support Plan may result in the termination of Trainee contract.
- Ensure that holidays and personal celebrations take place during term breaks. For unexpected events or

special circumstances, Trainees should complete the [Commitment form](#) and discuss requirements with Tutor/PDL. Evidence of appointments or commitments may be requested.

TUTORS

Monitor your Tutor Group's A&P and instill within Trainees a sense of personal responsibility and accountability for A&P by:

- Questioning and addressing lateness or absence as and when it occurs, during Tutor time.
- Praising and celebrating good or improved attendance to motivate Trainees (verbal praise, recognition in assembly, phone call home etc).
- If you notice emerging patterns of lateness or absence occurring with a Trainee, liaise with the Attendance Officer, Progress & Development Lead and relevant teacher/HOD to gather more information and make contact with parent/carer to discuss the matter and reinforce the importance of good A&P. Log this call in the 'Communications' area on Arbor.
- If you are concerned that an A&P concern may be linked to a safeguarding matter, log this on CPOMS as soon as possible and discuss with the Designated Safeguarding Lead (DSL) or a Deputy DSL.
- Refer/discuss any Trainee concerns or persistent absence/lateness with Progress & Development Lead during weekly meetings and regular email/Google chat communication.
- Monitor those with concerning A&P and maintain regular communication with the Trainee, parents and pastoral team about their progress or need for further intervention.
- Ensure AM/PM Tutor and registers are completed and submitted promptly (this includes during assembly).

PROGRESS & DEVELOPMENT LEAD

Monitor Trainees' A&P on a weekly basis, maintain high expectations of A&P across both year groups, and instill within Trainees a sense of personal responsibility and accountability for A&P by:

- Reinforcing the importance of A&P through assemblies.
- Praising and celebrating good or improved attendance to motivate Trainees (verbal praise, recognition in assembly, Values Awards, phone call home etc). Knowing and working with Trainees who have A&P concerns to make improvements. Regular check-ins with the Trainee and communication with home (to be logged on Arbor in the 'Communications' area).
- Co-ordinating an A&P Support Plan where a Trainee is persistently absent/late or where a Trainee has failed to respond to Tutor intervention. This should involve a meeting with the Trainee, parent and pastoral team, clear actions and a period of review. In such cases, the Assistant Principal - Pastoral & Inclusion should be involved.
- Motivate and support your Tutor team to enable excellent A&P within their Tutor Groups. Use regular meetings and communication to ensure that information sharing is effective and that any intervention is being implemented and its impact measured.

- Work with the Trainee Support & Wellbeing Lead and wider counseling team, where appropriate, to support Trainees who may require additional support with well-being and wider pastoral concerns to promote good A&P.
- Use the ELAM Attendance Dashboard regularly to ensure that A&P intervention is informed by data and focused on the correct Trainees, patterns and groups.
- Line manage, support and work with the Attendance Officer to ensure attendance data is accurate, communication is effective and that any patterns or concerns are being addressed.
- Be accountable for the effective use of A&P systems and processes so that they lead to progress and positive impact.

ASSISTANT PRINCIPAL - PASTORAL & INCLUSION

- Ensure that A&P is always high on the agenda at ELAM and that Trainees are attending regularly and on time.
- Together with the PDL, be the 'culture setter' for A&P, ensuring that Trainees have a sense of urgency and accountability for their A&P.
- Support the Progress & Development Lead, as well as the wider pastoral team, to enable excellent A&P across the college.
- Hold the Progress & Development Lead accountable for the effective use of A&P processes and procedures.
- Attend regular A&P meetings, coordinate A&P Support Plans for those who are a serious cause for concern, refer to VP where further support or intervention is needed.
- Report to the SLT Leading Learning team, on a weekly basis, on A&P across the centre.
- Be accountable for A&P across the college, aiming for an attendance average of at least 96%.

ATTENDANCE OFFICER

- Receive phone calls and/or emails from parents/carers reporting absence or lateness and ensure information is accurately recorded via Arbor.
- Make phone calls to find more information where absence is unexplained to ensure all Trainees are accounted for and ensure the data in Arbor is up to date and accurate. Seek reasons for all 'N' codes and ensure these are converted to codes that better reflect the reason for absence.
- Co-ordinate the sending of truancy call text messages/emails for unexplained absence.
- Reinforce, through communication with parents and Trainees the importance of excellent attendance and punctuality - as well as the need to follow attendance reporting procedures.
- Ensure that A&P codes are entered accurately via Arbor (see Appendix A).

- Provide a daily attendance update and late list to the Progress & Development Lead.
- Report any A&P patterns or Trainee concerns to the Progress & Development Lead.
- Report any A&P concerns that you suspect may be linked to a safeguarding matter to the DSL or a Deputy DSL and record concern via CPOMS.

TEACHERS

- Ensure session registers are completed accurately and promptly (within the first 10 minutes of the lesson). Ensure any necessary updates to the register are made during the session (late Trainees must be marked as such).
- Late comers must be marked as late and the number of mins late noted on the register. Where a Trainee has informed the Attendance Officer of an expected late arrival, this will be recorded on the lesson register in advance, with a notice providing a brief summary of the reason for lateness.
- Teachers reserve the right to refuse entry to the lesson if a Trainee is late and their lateness will disrupt the lesson and the learning of others. If this takes place, this should be flagged with the Attendance Officer, Tutor and PDL.
- If a Trainee leaves your lesson without permission or doesn't return within an appropriate time after having been given permission to use the facilities, this should be logged as a written warning, as per the behaviour policy.
- Report any concerns regarding absence or lateness with the Attendance Officer, Tutor and PDL.
- Report any suspected Truancy to the Attendance Officer and Progress & Development Lead.
- Report any A&P concerns that you suspect may be linked to a safeguarding matter to the DSL or a Deputy DSL and record concerns via CPOMS.
- Forward any email communication that you may have received from a Trainee regarding A&P to the Attendance Officer and Progress & Development Lead.
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6) Reporting absence or lateness

- **Parents/carers** (not Trainees) must report known absences on the morning of each day of absence (by 8.30am), by contacting the Attendance Officer (0207 515 2159) or email attendance@elam.co.uk
- **Trainees** who are running late should inform the Attendance Officer of their ahead of their arrival by contacting the Attendance Officer (0207 515 2159) or email attendance@elam.co.uk

7) Authorised Absence

The following will be considered authorised absence, where the [Trainee Commitment Form](#) has been completed/approved in advance and/or the prospective absence has been discussed with the Tutor/Pastoral Team.

Where appropriate, evidence should be submitted to the Attendance Officer via email attendance@elam.co.uk

Requests for planned absence, in special or difficult circumstances (for example, serious family illness), should be made in writing to attendance@elam.co.uk. Your request will be considered by the Vice Principal - Values, Behaviour & Learning.

Absence requests for weddings will be considered on a case-by-case basis, taking into account the duration of the proposed absence and the existing attendance/punctuality of the Trainee in question.

Type of authorised absence	Evidence/actions required
Illness, recovery from operation or recuperation after illness (I)	Hospital/doctor's card or appointment letter, where appropriate
Hospital appointments (M)	Confirmation of Appointment letters/cards/email or text reminders
Jury service (C)	Official letter of notification is required in advance
Attendance at probation meetings or court (C)	Official letter/confirmation
University/HEI visit or interview (J)	Official letter/confirmation email
Job interview (J)	Official letter/confirmation email
Industry opportunity or event (C)	Email or evidence of confirmation (where not organised by the college)
Funeral of family member or close friend (C)	Confirmation from parent/carer where possible
Recognised religious holiday (R)	Notify the college in advance
Driving test (C)	Official letter/confirmation
Care of a family member where the Trainee has formal caring responsibility (C)	Notify the college or carer responsibilities in advance
Large scale transport or national disruption, as acknowledged by the college (Y)	Decision on attendance expectations/procedures in the event of significant disruption to be made by the college

8) Unauthorised Absence

The following will not be authorised:

- Holidays
- Birthday celebrations or other non-religious celebrations that can be taken outside of term time
- Routine dentist, doctor or opticians appointments that can be taken outside of lesson time
- Regular paid work

- Driving lessons
- Leisure activities
- Waiting at home for deliveries
- Babysitting or looking after siblings

The above list is not an exhaustive list and the college reserves the right to decide what is and is not an acceptable reason for absence. ELAM recognises that known medical conditions and care responsibilities of family members may affect a Trainee's ability to attend college. These should be declared at enrolment or as soon as known and evidence of any health conditions provided.

We will always seek to support Trainees and take into account their personal circumstances when making A&P related decisions.

9) Support and consequences

We support Trainees to maintain excellent A&P by:

- **Having clear and well promoted expectations of Trainee A&P.** These expectations are made clear in our Trainee Contract, Home - College Agreement and they are explained fully during our Trainee and parent/carers induction programmes.
- **Maintaining an ongoing focus on excellent A&P** through regular messaging via our Tutor Team, communication from our Attendance Officer, assemblies and intervention from our Pastoral Team.
- **Clear procedures and processes** for reporting and requesting absences.
- **Providing real time, up to date A&P data** (average attendance and late marks) for all Trainees and their parents/carers via our Live Report system.
- **Engaging with parents/carers** and ensuring that they understand how they can support their young person to maintain excellent A&P.
- **Celebrating and rewarding excellent A&P.**
- **Tracking all Trainees' A&P** and regularly analysing emerging trends or concerns to be addressed and implementing A&P Support Plans.

The following grid outlines the support measures that will be implemented for Trainees who fall below our attendance expectations. At all stages we remain Trainee focused, seeking to identify, understand and address barriers to good A&P.

Average Attendance Percentage	Support
90-95%	Tutor monitoring and half termly A&P review.

80-89%	Attendance Review meeting with parent/carer, Attendance Officer and PDL. A&P Support Plan in place with fortnightly check-in.
Below 80%	Attendance Review meeting with parent/carer, Attendance Officer and PDL. A&P Support Plan in place with weekly check-in.
Serious, persistent A&P concerns.	Attendance Review meeting with parent/carer, Assistant Principal (Pastoral & Inclusion) and PDL. A&P Support Plan with daily check-ins.
Failure to respond to A&P Support Plan and check-ins.	Attendance Review meeting with Assistant Principal (Pastoral & Inclusion), Vice Principal and PDL. Trainee placed on probation.

Appendices

Appendix A - Codes for internal use

Code	Reason
/	Present
N	Absent - no reason (reason to be sought and code to be replaced)
L	Late
C	Authorised absence (see table in section 6)
O	Unauthorised absence
I	Illness (see table in section 6)
M	Medical appointments (see table in section 6)
R	Recognised religious observance
J	Job/HEI interview
W	Work experience
V	Educational trip or visit organised by the college
Y	Large scale transport disruption, as acknowledged by the college
E	Exclusion

X	No session scheduled (where a Trainee is not expected in a session)
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