



Aerospace Inspection Training Ltd.

## **Student Attendance and Punctuality - Policy Statement**

Aerospace Inspection Training Ltd (AIT) is committed to providing high quality education and training to student success. To achieve this, we must maximise students' learning opportunities by;

- Setting high expectations for attendance and punctuality for all scheduled programmes.
- Working in partnership with students to ensure good attendance and punctuality, embedding a culture of reliability and commitment.
- Monitoring and acting to improve attendance and punctuality where necessary.

### **Summary of Expectations of Punctuality and Attendance**

- The completion of all training courses at AIT is based around 100% attendance and punctuality.
- Attendance will be regularly monitored throughout students' time at the school. Failure to attend may mean that insufficient training hours have been gained for certification.
- Completion of the course register on arrival of each day for course programmes.
- Where absences/lateness can be foreseen in advance, the student is asked to notify AIT at the earliest opportunity.
- For unforeseen absences, such as illness, students are asked to contact AIT as early as reasonably possible.

### **Staff responsibilities**

All staff are responsible for promoting good attendance and punctuality and for dealing with attendance and punctuality issues whenever they occur. There are some staff who have specific responsibilities these are outlined below:

#### **Instructors taking class registers are responsible for:**

- Accurately completing the course register on each day of the course program.
- Noting in the register any absences and lateness.
- Following up absence with the student when they next meet.
- Reporting any persistent issues to the School Manager.
- Promoting good punctuality and attendance through their own behaviour and teaching standards.

#### **The School Manger is responsible for:**

- Nominating a member of staff who will carry out the immediate follow-up to an absence and recording of reasons for absences and lateness
- Monitoring attendance and punctuality issues at team meetings and taking early action to resolve issues

Signed:

Samantha Wright

Position: Deputy General manager

Dated: 13<sup>th</sup> March 2017