

# Attendance Policy

## Introduction

Osborne Training Services (OTS) are committed to providing a full and effective learning experience for all students. We believe that if students are to benefit from learning, good attendance is crucial.

As a Training Provider we do all that we can to ensure maximum attendance for all students. Any problems that prevent full attendance will be identified and addressed as quickly as possible.

We will actively promote and encourage 100% attendance for all our students. We see the monitoring of attendance as an important element of supporting both student retention and performance.

## Policy

Students must take responsibility for achieving their full potential throughout their courses at OTS.

Students will be registered at the start of the course and must be committed to undertaking the training and studies required to complete the course, an 'Attendance Sheet' will also be completed on each day of the training course.

OTS expects students to attend all classes for the full duration of the session and/or course. We understand that in some instances, unforeseen circumstances unfortunately do not make this possible. Therefore, notifying us at your earliest opportunity enables us to provide you with the best learning outcome.

## Student Responsibilities

All students are expected to:

- Attend 100% of all timetabled sessions relating to their programme of study.
- Report any absence to OTS by no later than 9.30 am on the first day of absence and every subsequent day of absence.
- Do everything possible to avoid any unnecessary absence for example, making medical appointments outside of their timetabled sessions.
- Be on time for their teaching sessions.

## OTS Responsibilities

OTS will ensure they:

- Keep registers daily and ensure accuracy.
- Monitor attendance and contact non attendees
- Provide students with clear instructions and a contact number to call in person if they are going to be absent that day; they must call in to report each day of absence.