



ATTENDANCE AT COLLEGE Responsibilities & Expectations

Chelmsford College requires learners to attend all timetabled classes punctually.

Lessons include all sessions within the study programme, including theory and practical sessions, Life skills lessons, study centre sessions, English and/or maths GCSE or Functional Skills classes, progress tutorials, directed self-study time, work experience, work placements and enrichment sessions.

Learners should take responsibility for their own attendance and punctuality and are expected to attend 100% of timetabled, scheduled and study programme activities.

Learners are expected to be punctual for all classes and ready to learn.

Punctuality

Learners are expected to be punctual for all classes and timetabled/scheduled activities. A learner is late if they enter the class after the 'start' time on their timetable.

If a learner is late, they should knock at the door and wait. The tutor will allow them to enter the room at an appropriate time that has least impact on the learning taking place. They must ensure that the member of staff is aware they are there and explain, at an appropriate moment the reason for their lateness.





Readiness to Learn

Learners are expected to be ready to learn by:

- Removing all outside clothing: i.e. hat/hood/coat/scarf & placing safely where they will not cause a trip hazard
- Ensuring they have pens, paper and other appropriate equipment e.g. calculator on your desk
- Putting anything else in bags, including mobile phones (on silent) and other devices & placing under the desk or at the back of the room, where it will not cause a trip hazard
- Drinks - bottled water only allowed on desks. No eating during class.
- Within the study centre learners are permitted to wear headphones whilst completing independent work.

Reporting Absence

If a learner is unable to attend any timetabled activity, they should contact the college as soon as practicable, usually before the start of the activity by emailing [**absence@chelmsford.ac.uk**](mailto:absence@chelmsford.ac.uk)

Acceptable authorised absence is a planned absence which has been discussed with and authorised by your academic team.

