

# Attendance at College

## Responsibilities and Expectations



### What the College Expects

Chelmsford College requires all learners to attend every timetabled class punctually.

Lessons include all sessions within a learner's study programme, including theory and practical classes, 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 activities.

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

### Punctuality

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

If a learner arrives late, they should knock on the door and wait to be admitted. The tutor will allow them to enter at an appropriate point that causes the least disruption to the learning taking place. Learners must ensure that the member of staff is aware of their arrival and, at an appropriate time, explain 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 and placing safely where they will not cause a trip hazard
- Ensuring you have pens, paper and other appropriate equipment e.g. calculator on your desk ready to learn
- Putting anything else in bags, including mobile phones (on silent) and other devices and placing under the desk
- Drinks - bottled water only allowed on desks. No eating during class. In the study centre learners are permitted to wear headphones whilst completing independent work.

### Reporting an 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 logging into **CEDAR** and 'Report an Absence'.

✉ [absence@chelmsford.ac.uk](mailto:absence@chelmsford.ac.uk)

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