



5. Process

- Registers must be taken at the start of all sessions, including recording any lateness accurately in the Notes sections of the register.
- Tutors **must** mark the register accurately within the first 15 minutes of the lesson to reflect the attendance of learners in the session.
- If the register cannot be marked online then it must be marked on a paper register within the first 15 minutes and copy retained until the e-register is marked.
- The e-register **must** be completed within 48 hours after the session.

Due to its importance of registers, failure to comply with the register process as per this policy, will result in a discussion and investigation with your line manager which could lead to formal action being taken under the disciplinary policy.

Withdrawals

If a learner is absent from class for 28 days without an explanation they should be withdrawn by the tutor through the e-register.

Prior to any withdrawal, the tutor should make the first/initial contact with a learner to determine reasons for absence and make a record, this can be done through Canvas. However, where this is not possible, or there is no response from the learner, then the tutor

