



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If a learner is absent from class for 28 days without an explanation they should be withdrawn by the tutor through the e-register.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

