

## Reache North West Attendance Policy

### 1. Aim

*The Attendance Policy for membership of Reache North West aims to:*

- support individuals to attend gain the maximum benefit from Reache North West;
- prepare members for work in the UK by reflecting the appropriate professional standards and NHS policy;
- ensure that the places in class, which are funded by UK taxpayers, are allocated and used appropriately.

Communication is central to maintaining a good relationship between the staff and members (students) of Reache North West. It is also key to promoting attendance and punctuality. To reflect the importance of communication, Reache North West's Attendance Policy is clearly defined for all.

**This policy maintains that:**

- an attendance level of 80% is required;
- membership attendance levels will be monitored by Reache North West staff;
- members must inform staff of any barriers to their attendance; and
- Reache North West will respond, where possible, with appropriate support to help members attend.

### 2. Absence

*Reache North West aims to embed professional behaviour therefore Reache North West's policy and practice will reflect the expectations of employers in the UK.*

Members should be aware that a UK Employer, when requesting a reference, usually asks for details of an individual's absence record.

#### 2.1 Planned Leave of Absence for More than One Week

Any member who wishes to be absent for a week or more must request an appointment with a tutor. If the period of leave is granted, there will be a clear review/end date.

## **2.2 Planned Leave of Absence for Less than One Week**

The Absence Advice form (See Appendix A) should be submitted as soon as the member is aware of the issue. This should not be on the day of the absence.

**Every effort should be made to ensure all GP and other appointments are made outside of Reache North West time. If a member is experiencing difficulty with this, an appointment with a tutor should be requested. Often staff can negotiate on the member's behalf, for example, with Job Centre Plus.**

The Absence Advice Form should be provided **at least 24 working hours before the class**, unless the absence is unforeseen.

## **2.3 Unplanned Absence**

The office must be contacted **BEFORE** the lesson/meeting **either by emailing the form, sending a standard email or by telephoning the office.**

In all UK workplaces, if you cannot attend you are expected to contact your line manager before your work starts. In the NHS, after every unplanned absence the member of staff must have a meeting with their line manager to review the absence.

## **3. Difficulties**

Please remember that staff want to support your learning and help you return to work as soon as possible. Do request an appointment with a tutor if you are having problems getting to class.

If you have any difficulties with access to telephone or email, please make an appointment to discuss this as soon as possible.

## **4. Absence that has not been Communicated**

**If a member does not make contact with the office before their lesson/meeting starts, then they must not return to any class. Instead, they will need to contact the office to make an appointment with a tutor to discuss the reason for the absence and the failure to inform Reache North West in advance.**

This is to prepare members for working in the NHS. In the UK, if you do not attend and do not communicate in the expected way, this is seen as unprofessional behaviour.

**All Reache North West members should be aware that it is usual for an employer to ask specific questions about attendance as part of a reference. This means we will be asked to share details of**

[https://livemanchesterac-my.sharepoint.com/personal/samuel\\_barrett\\_manchester\\_ac\\_uk/Documents/scripts/public\\_html/#docs/converted to pdf/reache-membership-attendance-policy-issued-version-4-aug-2018.doc](https://livemanchesterac-my.sharepoint.com/personal/samuel_barrett_manchester_ac_uk/Documents/scripts/public_html/#docs/converted%20to%20pdf/reache-membership-attendance-policy-issued-version-4-aug-2018.doc)

your attendance record while you were with Reache North West when providing an employment reference.



Refugee and Asylum Seekers Centre for Healthcare Professionals Education  
Salford Royal Hospitals NHS Trust, Stott Lane, Salford, M6 8HD

Tel: 0161 206 4201 – Fax: 0161 206 0902

Email: [Reache@manchester.ac.uk](mailto:Reache@manchester.ac.uk)

Web: <http://reache.wordpress.com>

**Absence Advice**

Please complete this form **in advance of a proposed absence from class.**

If your absence could not have been anticipated, this form must be submitted as soon as possible to account for your absence. **PLEASE PRINT CLEARLY:**

Family Name.....

First Name(s).....

Email..... Tel No's.....Date.....

It is expected that members will attend class and that all NON urgent appointments will be made outside of class time. If it is necessary to be absent, please explain:

**What** class are you missing.....

**What** date/dates are you missing .....

**Why** are you unable to attend this session:.....

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**If the Job Centre require you to attend on a day that you are expected to attend at Reache then Reache will provide support in liaising with the Job Centre on your behalf. Please provide the following information:**

**Advisor's name** & Location of the Job Centre:.....

**Tel No.** of Job Centre:.....

**N.I. No:**.....**Job Centre ID No:**.....

Reache Office Action:

Tutor's Name.....Date:.....

**If you are returning this form by post, please ensure you also telephone Reache North West and leave a message.**