



**HOPE SAFETY
CONSULTANCY PVT LTD**

LEARNER ATTENDANCE POLICY

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Policy Statement:

Hope Safety Consultancy Pvt Ltd is deeply committed to ensuring that every learner has the opportunity to succeed academically and professionally. Regular attendance and consistent participation are vital components of a successful learning journey. This policy outlines our approach to monitoring, managing, and promoting attendance as a core factor influencing learner progress, engagement, and qualification achievement.

Our Commitments:

- Communicate clear and comprehensive attendance expectations to all learners at the start of every course and reinforce these regularly through handbooks, inductions, and verbal reminders.
- Implement robust attendance tracking systems to accurately monitor and record learner participation in every training session, workshop, and assessment activity.
- Provide early, supportive, and individualized interventions for learners whose attendance patterns suggest potential barriers or challenges to ongoing engagement.
- Address attendance concerns in a consistent, fair, and empathetic manner while taking into account any mitigating circumstances shared by the learner.
- Fully adhere to the policies and guidelines of accrediting and awarding bodies concerning required attendance levels, engagement thresholds, and documentation standards.

Objectives:

- Foster a learning culture that values commitment, punctuality, and personal responsibility, encouraging learners to take ownership of their educational experience.
- Reduce the rate of absenteeism by proactively identifying and addressing issues that hinder learner attendance, including personal, academic, or logistical barriers.
- Detect attendance concerns at an early stage and initiate timely support measures to prevent disengagement, withdrawal, or failure to meet qualification requirements.
- Maintain comprehensive and up-to-date attendance records that support effective learner tracking, internal audits, and reporting to external bodies as needed.

Responsibilities:

- **Management** Develop and enforce clear policies, provide sufficient resources and tools for attendance monitoring, and review attendance trends regularly to inform improvements.
- **Trainers** Maintain precise attendance records, monitor learner punctuality, engage learners to address concerns early, and collaborate with support services to assist at-risk learners.
- **Learner Support Team** Deliver confidential, learner-centered support to those facing attendance challenges; liaise with trainers and management to coordinate appropriate interventions.

- **Learners** Demonstrate commitment by attending all scheduled sessions punctually, participating actively, and communicating promptly in cases of absence, supported by appropriate evidence when required.

Attendance Monitoring Practices:

- Utilize digital and manual attendance tracking tools for all sessions, ensuring daily data accuracy and immediate follow-up on non-attendance.
- Identify learners with repeated absences or patterns of lateness, and engage them in supportive discussions to understand the causes and collaboratively find solutions.
- Maintain open channels of communication to reinforce attendance expectations through notices, reminders, and personal discussions.
- Implement structured escalation procedures for persistent absenteeism, including warning letters, learner support meetings, and reporting to awarding bodies if necessary.

Continuous Improvement:

- Periodically evaluate the effectiveness of attendance monitoring systems and adapt them to improve accuracy, responsiveness, and integration with learner support services.
- Deliver targeted training to trainers and administrative staff on the importance of attendance, early intervention strategies, and managing sensitive attendance conversations.

Communication:

- Ensure all learners and staff receive timely and clear communication about attendance policies, expectations, and related procedures throughout the learner lifecycle.
- Display this policy prominently in classrooms, offices, and learner handbooks to serve as a daily reminder of expectations.
- Publish the policy on our official website (<https://hscpk.org>), enabling easy access for all stakeholders and reinforcing our commitment to learner success.

Hope Safety Consultancy Pvt Ltd affirms its commitment to maintaining high attendance standards as an essential factor in learner achievement and organizational excellence. We are dedicated to fostering a positive, inclusive, and success-oriented environment where attendance and engagement are seen as key indicators of learner progress and institutional integrity.



Director
Hope Safety Consultancy Pvt Ltd