



PLANNED ABSENCES FROM COURSES PROCEDURE (with particular reference to Waitlisted Classes)

BACKGROUND

The Committee of Management of KU3A has been concerned about the number of extended absences, in classes which have people on the waitlist for that class.

A procedure has been adopted to better handle this situation and to achieve equity of participation in courses which are most in demand.

As our tutors so kindly give their time to teach these classes, it is important to allow as many members as possible to benefit from their tutelage and not to have half empty classes. All class attendances, particularly those with waitlists are under constant review by the office team to maintain classes at optimum capacity. The aim is to keep wait-list times to a minimum. It is also a legal requirement to keep an accurate Membership List.

Please note that the new procedure will only apply to courses which are fully subscribed and have a waiting list.

PROCEDURE

1. In a seniors environment, run by volunteers for the benefit of members, and where our tutors give their time so freely and generously, it is expected that you will let your tutor/s and the office desk know ahead of time if you are planning an extended absence.
2. If a member records extended apologies (not including illness) for three or more consecutive weekly classes, or for two or more in the case of fortnightly/monthly classes AND the class has a waitlist, then the officer the membership manager will have a discussion will be held with the tutor.
3. Barring any special circumstances, that person will be moved to the top of the waitlist for that class and will be notified of this move. Then the person from the top of the waitlist will be added to the class.
4. The member who has been moved to the waitlist will be notified as soon as a place again becomes available in the class and will be first in line.

NOTE

It is acknowledged that this may be disappointing to some and at the same time will allow others - those on the waiting list who are aware that classes have empty seats - to share in and benefit from in-demand KU3A courses.

KU3A operates for all members, and every effort is made by office volunteers who hear and understand all sides of the story.

This procedure has been developed to be equitable to all our members. Our low annual fee also reflects our endeavour to be open to as many people as possible.

Planned Absences Policy	Approval Date:	Feb 2019
	Review Date:	Feb 2022