



Attendance Policy

Audience	STUDENT
Requirement	HIGHLY RECOMMENDED
Policy Owner	DoSE
1st Delegation	SLT
Last Delegation	TSCQ
Review Cycle	Every 2 years
Last Review	Dec 19
Due for Review	Dec 21

1. Introduction

Excellent attendance and punctuality are a key component of a students' ability to succeed and reach their full potential whilst studying with the college. All courses have been designed so that students acquire knowledge, information and experience in classroom, workshop or work environments so attending all classes is vital. There is significant academic research which shows that attendance directly affects the grades that learners achieve. Put simply, poor attendance and punctuality lead to poor grades and significantly narrows the options available to our students once they have left college. The close monitoring of attendance is therefore a priority for the college.

2. Policy Statement

Attendance refers to the scheduled time that students are expected to spend on college programmes such as, lectures, workshops, Maths, English, directed independent study, work placement and tutorial, as specified on their timetable. Enrichment activities are designed to further enhance the study programme and give students the opportunity to take part in a wide range of extracurricular activities. Attendance at enrichment activities will be registered separately from the main programme and will be monitored on a regular basis.

Poor attendance can be one of the first signs of disengagement with the student's programme of study and the college will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. The college accepts that many causes of absenteeism exist and will work with students and their parents on an individual basis to address the needs of each learner. Careers Centre Advisors will be available throughout the students' course to offer advice and guidance on course and career options.

Full attendance at college is expected and is critical to students' success and achievement of their learning goals. Students will be expected to sign a contract at the beginning of their programme agreeing to full attendance.

Parents/Carers are expected to support this policy and as such will be informed of their son/daughters' attendance through the Parent Portal and through discussions at parents' evenings. Access to Parent Portal will be issued after the students 6-week induction period and parents' evenings will be held termly.

Any attendance concerns will be picked up and addressed by the Attendance Officer and/or Course Leader and parents/carers of those students under the age of 18 may be contacted.

Examples of what the College consider to be legitimate absences are detailed in **Appendix 1**. The College will use its own discretion when establishing if a legitimate absence can be deemed 'authorised'

3. Scope

This policy applies to all learners undertaking a full or part time course, a Traineeship or an Apprenticeship in Further or Higher Education.

4. Responsibilities

Students are expected to attend all their timetabled sessions, unless prior agreement has been made and agreed with the personal tutor. Students over the age of 18 are expected to notify their absence through the attendance line. Students expecting prolonged absenteeism should contact their personal/course tutor to discuss the possibility of an alternative study arrangement and must complete the relevant absence paperwork, found in **Appendix 2**. In addition, students can contact Student Support, if they wish to discuss reasons for prolonged absenteeism, and where further support can be offered.

Parents and carers are expected to encourage their son/daughter's full attendance at all lessons and monitor their attendance through the Parent Portal. If a student is unable to attend through illness or other legitimate reason, then their parent (if under 18) must notify the College using the attendance line on each day of the absence.

Teachers and Tutors will make all reasonable endeavors to record register marks in a timely fashion using the correct codes for absence, which are Present, Absent and Late. **If tutors are aware of a College related activity that will impact on attendance to a session, they must notify the Attendance Officer and/or Maths & English Coordinator.**

Curriculum Area Managers are responsible for monitoring the overall attendance of each of their students and invoking the disciplinary process as necessary. They are also responsible for ensuring that timetables and associated registers for each component of the study programme are correct and that work placements are timetabled accordingly.

The Attendance Officer will, monitor all unauthorized absences and will make all reasonable endeavors to text the students' parents (or the student if over 18) to notify them of the absence. A record of daily texts is stored centrally for information. The Attendance Officer is responsible for recording notified absences against the student's record and will also follow up any students who have been absent from College for 7 days, via various communication channels and will include parents/careers if under the age of 18. This is to support the College to ascertain students that may be 'missing in education'.

The Attendance Officer will also manage the 'N' (Neutral) mark on registers where there has been notification of College related activity or it has been agreed via the completion of the legitimate absence form, that the absence is 'authorised'

5. Monitoring

The Senior Leadership Team will monitor the operation of this policy by receiving regular reports on student attendance.

Automatic notifications can be generated on Pro-Monitor by the relevant staff member to indicate repeated non-attendance patterns to classes which may indicate problems. These will be investigated by the Attendance Officer and communicated to the relevant Curriculum Area Manager

GREEN	Attendance is between 90% & 100%
AMBER	Attendance is between 85% % 89%
RED	Attendance is lower than 85%

Teachers are expected to notify Personal Tutors or Success Coaches of unauthorized absences using Pro-Monitor comments. This will generate an e-mail to the personal tutor for action. Individual instances of unauthorized absence must be raised by personal tutors or Success Coaches, either with the student informally or through 1:1 progress reviews.

If a student has had four consecutive weeks of non-attendance, then they must be withdrawn from the college in line with funding regulations. This ruling applies, unless, for example there are specific individual student problems and then the need to extend would be discussed and agreed between the learner and tutor concerned. In most instances these cases of absence will have already been identified by the Attendance Officer through the 7-day absence report. It is the responsibility of the personal tutor to inform the Director of Faculty so that the request to withdrawal comment is actioned on ProMonitor.

Where a student has applied for Advanced Learning Loan to cover the cost of their course, their attendance will be reported to external agencies, normally by the Finance department as stipulated in the terms and conditions of the loan.

The college will set a minimum target for student attendance each year and will advise both students and parents if their attendance falls below this level. Personal Tutors and Success Coaches will work with parents and the College Attendance Officer to ensure that students are fully supported and encouraged to attend all timetabled lessons and scheduled work placements. The Behavior Management policy **will be invoked** for persistent poor attendance and/or poor punctuality.

The college will actively promote excellent attendance and seek ways to reward students who have achieved 100% attendance.

Appendix 1

Legitimate Authorised Absences

REASON	EVIDENCE REQUIRED (Form in Appendix 2 + evidence as below)
Recognised Religious holidays	Maximum of 5 days allowed per year
Visit to university to attend an open day/interview or a career related interview or audition	Invitation letter
Attendance at a funeral	Letter from parent/guardian if under 18.
Court attendance or probation meeting	Court Summmons/Letter
Long term serious illness /Hospitalisation	Confirmation from a doctor, medical records, appointment cards

In the instances listed above, the legitimate authorised absence form will require completion and evidence provided to supplement the request. This will then go to the Attendance Officer who will decide if a neutral mark is awarded.

Any absences that do not appear on the list above will be deemed as not a legitimate authorised absence and an A mark will be given to the student.