



# ATTENDANCE POLICY

<b>Audience</b>	<b>STUDENT</b>
<b>Requirement</b>	<b>Additional</b>
<b>Policy Owner</b>	<b>STUDENT SERVICES</b>
<b>1<sup>st</sup> Delegation</b>	<b>SLT</b>
<b>Last Delegation</b>	<b>TSCQ</b>
<b>Review Cycle</b>	<b>Every 2 years</b>
<b>Last Review</b>	<b>Jan 2023</b>
<b>Due for Review</b>	<b>Jan 2025</b>

## **1. Introduction**

Fareham college is committed to delivering outstanding teaching and learning within an environment where all students and apprentices feel safe, valued and are able to reach their full potential. The close monitoring of attendance is a priority for the college. Excellent attendance and punctuality are a key component of a students' and apprentice's ability to succeed and reach their full potential whilst studying with the college. All courses have been designed so that students and apprentices acquire knowledge, information and experience in classroom, workshop or work environments therefore a high level of attendance is essential.

The safeguarding of all students is of paramount importance to the college, declining and poor attendance can be an indicator of a safeguarding concern. The college is committed to ensuring the safety of all students and apprentices on role. We have implemented additional attendance monitoring for vulnerable students deemed at risk of significant harm.

## **2. Policy Statement**

Attendance refers to the scheduled time that students and apprentices 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.

Poor attendance can be one of the first signs of disengagement with the student's/apprentice'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 learners and their parents on an individual basis to address support needs. Full attendance at college is expected and is critical to learner's success and achievement of their learning goals.

Parents/Carers of learners aged under 18 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 in the first half term and parents' evenings will be held termly.

Attendance concerns will be identified and addressed by Academic staff, Success Coaches, the Attendance Officer and/or Course Leader and parents/carers of those students under the age of 18 will be contacted to discuss. Attendance concerns for those aged 18 or over will be addressed directly with the student via Disciplinary procedures or the Fitness to Study Policy. In addition, the College holds an Urgent Attendance Alert Register (UAAR) for students/apprentices who have been identified as at significant risk of harm to themselves and therefore require additional monitoring. (See Appendix 1 for details)

## **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. It is to be read in conjunction with the following policies:

- Safeguarding Policy
- Work Placement Policy
- Behaviour Management Policy
- Fitness to Study Policy

## **4. Responsibilities**

**Students** are expected to attend all timetabled sessions, and agreed Work Placement sessions unless prior agreement has been made with the Teaching Team. Students over the age of 18 are expected

to notify their absence through the College Attendance line, and if absent from a Work Placement then they are expected to notify both their employer and the Work Placement Officer on each day of absence. Students expecting prolonged absenteeism should contact their Course Tutor/Success Coach to discuss the possibility of an alternative study arrangement. In addition, students can contact Student Services if they wish to discuss reasons for prolonged absenteeism, and access further support if required.

**Apprentices** are expected to attend all timetabled College sessions in line with the guidance listed for 'students' (above) as well as their agreed programme of employment. If an apprentice is unable to attend College, CEMAST or CETC as per their usual timetable, if over 18 the apprentice must notify their absence through the College Attendance line. If absent from the employment part of an apprenticeship, apprentices aged 18 or over are also expected to inform their employer directly as well as the College Work Placement Officer.

**Parents and Carers** are expected to encourage their son/daughter's full attendance at all lessons at College 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 College Attendance line on each day of the absence. For students who have a Work Placement element to their course, Parents/Carers are expected to notify both the employer and the College Work Placement Officer on each day of absence. Parents/Carers of Apprentices aged under 18 are expected to notify both the Employer and the College Work Placement Officer on each day of absence.

**Employers** who are hosting students for Work Experience Placements are expected to notify any unexplained absences to the College Work Placement Officer within an hour of the student's start time. The absence names will be checked against the Urgent Attendance Alert register, UAAR absences reported to the safeguarding team where necessary and the students electronic record updated. (see Appendix 1 for further details)

**Teaching Staff** are required to record register marks in a timely fashion using the correct codes for absence, which are Present (/), Absent (A), Online (O) and Late (L). If teaching staff 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 as well as the College Timetabling department to ensure that registers can be marked in advance if necessary. For students on the UAAR, teaching staff are required to notify the Student Services Team of any unnotified absences within 30 minutes of the start of the timetabled session (see Appendix 1 for further details)

**Curriculum Area Managers** are responsible for monitoring the overall attendance of each of their students and invoking the disciplinary or Fitness to Study 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 unauthorised absences and will make all reasonable endeavours to text the students' parents for those aged under 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 to ensure that teaching teams are aware of the reason for absence and will also co-ordinate use of the 'N' (Neutral) mark on registers where there has been notification of College related activity and the absence is 'authorised'.

If students on the UAAR are absent without notification the Attendance Officer will endeavour to contact the student, and/or any recorded next of kin as a matter of urgency via telephone to ascertain the situation. This is to ensure that the NOK is made aware of the absence and can then take responsibility for their dependent. If unable to make contact with any of the student's listed contacts, the Attendance Officer will pass the details to the DSL or Deputy DSL for follow up from a Safeguarding perspective. (see Appendix 1 for further details)

## **Appendix 1 – Urgent Attendance Alert Register (UAAR)**

### **Purpose**

The Urgent Attendance Alert Register (UAAR) has been created as a means of adding an additional layer of safeguarding for students and apprentices enrolled at the College, who are deemed to be at risk of harm to themselves due to mental health concerns, or who have life threatening medical conditions. The College has introduced the UAAR as a means of endeavouring to ensure that those individuals are accounted for and safe whilst timetabled to be at College thus reducing the risk of harm.

The purpose of the register is not to 'police' those learners, nor is it designed to replace the responsibilities of parents/guardians; it is designed foremost to ensure personal safety of the learner as far as possible and with the best interests of the learner in mind.

Learners are added to the UAAR by the College's Safeguarding Team as a result of information disclosed by the learner, parents/guardians, external agencies and feeder schools/organisations. Learners are added at the discretion of the Safeguarding team usually with the learner's and parent's/guardian's agreement. Parent's/Guardians of under 18s are informed of the process and the importance of early notification of any absence is explained fully to them by the Safeguarding Team. Parents/Guardians are requested to provide at least three alternative emergency contacts for UAAR purposes. The UAAR seeks to:

- i. Highlight students at very high risk of harm to teaching teams/employers
- ii. Ensure that the College is safeguarding students at risk to the best of its ability
- iii. Ensure that parents/guardians are aware of any unnotified absence for those students at the highest risk of harm at the earliest opportunity

### **Process**

Students are added to the UAAR by the Safeguarding Team as and when risks are highlighted. The Team discuss the process with the learner and notify parents/guardians of those aged under 18. Students aged 18 or over are asked to sign a 'Consent to Share' form issued to them by Student Services to confirm whether they give permission for staff to contact their Parent/Guardian/Designated Emergency Contact in the event of unnotified absence where direct contact with the student has been unsuccessful. If students do not consent for this contact it is made clear to them that the decision may be taken to contact emergency services on their behalf. (See Appendix 1a). The UAAR is managed by the Safeguarding Team and monitored by the Student Services Co-ordinator. The Safeguarding Team ensure that the learner's Teaching team are made aware of the Learner's risk status.

- i. For Learners on the UAAR teaching staff are required to notify Student Services of any unnotified absence within 30 minutes of the start of a timetabled session, either by email to [attendance@fareham.ac.uk](mailto:attendance@fareham.ac.uk) or phone.
- ii. The Attendance Officer will attempt contact with the learner and/or parent/guardians/emergency contacts to ensure that the learner is safe and well.
- iii. If contact is unsuccessful the Attendance Officer will 'hand over' the situation to the Safeguarding Team.
- iv. The Safeguarding Team will review the situation and will contact emergency services if it is deemed appropriate to ensure the safety of the learner.

### **Review**

The UAAR will be reviewed regularly by the Safeguarding Team and learners added or removed as appropriate. A full review of the Register will be undertaken by the DSL and DDSL biannually.



***Over 18 – Consent to Contact Parent/Guardian/Designated Emergency Contact***

Name:

Student Number:

Course:

I am aware that I have been placed on the college's **URGENT ATTENDANCE ALERT REGISTER** for safeguarding reasons that I have previously disclosed. I therefore agree to report any absences via the college absence line on 01329 815200 Option 1 before 8.45am on each day of my absence, including online learning. This will prevent unnecessary calls from the College Attendance Officer throughout the days I am timetabled to be in college/engaged in remote learning. I also agree to College staff discussing any Safeguarding concerns with my parent/guardian/designated emergency contact as a means of ensuring that I am safe whilst at College.

Where I have not given permission for my next of kin to be contacted, I understand that only I will be contacted by staff and in the event of an immediate risk to life, the decision may be taken to alert Emergency Services on my behalf.

**I DO/ DO NOT (please delete as applicable) give my permission for College staff to contact my parent/guardian/designated emergency contact in the event of an unreported absence and unsuccessful contact with myself. I also give my permission for College staff to discuss any Safeguarding concerns with my parent/guardian/designated emergency contact as a means of ensuring my safety at College and identifying any additional support needs that I may have.**

Print Name: .....

Signed: .....

Date: .....