



## College Attendance & Punctuality Policy

<b>Document SE3</b>	<b>Part of Student Experience &amp; Support Framework</b>
Policy owner:	Vice Principal for Quality & Student Experience
Policy author	Vice Principal for Quality & Student Experience
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College Values	Attendance and punctuality is designed to contribute to:  <b>Ambitious</b> – support ambitions to meet aspirational targets for all <b>Successful</b> – help identify and address aspects of performance to reach excellence <b>Professional</b> - to focus on organisational development following learner feedback <b>Innovation</b> – to deliver an innovative experience for learners <b>Respectful</b> – to be inclusive and aware of diverse cultures, valuing our students, staff and all Stakeholders <b>Engaging</b> – to support an inclusive approach to enable all learners to participate in learner engagement meetings, events and activities to take on board feedback and be responsive to needs
Applies to:	All learners, teachers, tutors, trainers, assessors and learning support staff throughout the college and apprenticeships
Monitoring and evaluation:	The arrangements for attendance and punctuality monitoring are subject to continuous review as part of the College’s data monitoring at course, curriculum and SLT level. The outcomes of the attendance and punctuality monitoring process will be reported to Governors at regular intervals via review of KPIs. Students are RAG rated by an e-traffic light system on E-Trackr and reviewed at personal reviews and

### Associated documents/policies for this area:

Exec1	College KPIs
Q7	College Quality Strategy: Standards in Teaching, Learning and Assessment
Q23	College Timetabling and Register marking policy
SE1	College Student Charter
Q16/SE3	Learner Voice Strategy
HR	Equality & Diversity Policy
SE2	College Behaviour for Learning Policy

Scope & Purpose	<p>In order for a learner to be successful and achieve the qualifications on which he/she has enrolled, attendance of at least 90% is essential. Learners also need to attend all lessons on time. Late arrival at a class not only means learning is missed, but it can disrupt the lesson for those students already present.</p> <p>High expectations around attendance also prepares learners well for the expectations of the world of work and future employment. Students with poor attendance and punctuality are less likely to succeed on their programme and public funding for them can be withdrawn.</p>
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	<p>This policy outlines the college systems and mechanisms to develop high levels of attendance.</p>
<p>Who does what? And when?</p>	<p><b>At enrolment:</b> All students when being given course information or being interviewed for a course will be made aware of the need for full attendance and excellent time keeping and college expectations</p> <p><b>At college and course induction:</b> At induction learners will be made aware of the Student Contact and the expectations around attendance and they may be asked to sign a commitment to study form. This records, amongst other things, that the student agrees to attend each timetabled session on time, including, where appropriate English and maths classes.</p> <p><b>Meet the Manager sessions:</b> All learners should attend a session from a member of SLT who explains life in the college including expectations around attendance and punctuality</p> <p><b>Probation periods:</b> The first 2 weeks of a course of 24 weeks or less and the first 6 weeks of courses longer than 24 weeks will be treated as a probationary period. During this period students' commitment to study will be assessed to determine if the course is appropriate for them. Disciplinary procedures can be used to support interventions for improving learner attendance by local curriculum managers/leaders.</p> <p>During the probationary period, the usual student behaviour process can be shortened to a written warning from the tutor following a meeting, a formal warning from the curriculum manager and a final warning and withdrawal from Director as a breach of expectations during probation period.</p>
<p>Student absence reporting</p>	<p>If a student is unable to attend College because of illness he or she must telephone the relevant admin office to explain the reason for the absence and provide any relevant documentation upon his/her return to College. This notification is placed online. Student absence is only recorded as 'authorised' under a limited number of circumstances as outlined in the college register marking code policy in the timetabling protocols. These would not count as a negative absence on data recording.</p> <p>Authorised absence for hospital or other similar vital 'personal' appointments needs to be approved by the students' curriculum manager and how this happens must be explained at induction.</p>
<p>Teacher monitoring &amp; support</p>	<p>Teachers will keep a record of all students' reasons for lateness and absence using online registers. Late arrivers for class may be required to wait outside until it is appropriate for them to join the class.</p> <p>Informal individual tutorials and informal warnings and notes on E-Trackr should be used as first stages to alert learners to poor attendance and possible implications.</p> <p>Telephone calls and letters to parents/carers may be an appropriate mechanism in seeking support to improve learner attendance. . If a student is released from work by an employer or the employer is sponsoring the student, the employer will be informed of any incident of lateness and persistent absence.</p> <p>Learners deemed "Looked After Children" shall also have their attendance supported by a dedicated college LAC coordinator if under 16 and a student support advisor if over 16.will review attendance at regular intervals with college curriculum tutors and managers.</p>

	<p>Where possible learning materials missed because of absence will be made available to the absent learner online or via copied work but it is the learner's responsibility to catch up on missed work.</p> <p>Teachers may wish to appoint class 'buddy' to support learners who may have missed work to enable them to keep on track to achieve.</p> <p>If a student has attendance of less than 90% and/or poor punctuality they will be warned verbally and with a follow up warning letter that if their attendance and or punctuality does not improve they will be withdrawn. This should be uploaded and be recorded on meeting notes section of E-TRackr under pastoral notes and actions plans. Use of "the Deal" as outlined in the Behaviour for Learning Policy plays an important part in this process.</p> <p>Failure to immediately improve attendance and/or punctuality will result in the student being placed on formal intervention and disciplinary.</p> <p>Monitoring via recording among the teaching team is encouraged to support consistency in approach to attendance and punctuality.</p>
Monitoring & Safeguarding	<p>Learners under the age of 18 who have not notified the College that they will be absent for illness or another authorised reason will be telephoned if they are absent from class by local admin, teachers or managers.</p> <p>Notes of such interventions shall be recorded online.</p> <p>Parents, guardians or employers may also be contacted.</p>
Student Services	<p>Learners deemed "at risk" due to poor attendance and punctuality can be supported via Student Services for referral. In line with the college <b>42 day Retention Strategy</b> options in the first six weeks of a 24 week or longer course can involve transfer to other more appropriate courses.</p> <p>After 42 days, intervention strategies from Student Services will be more personalised to meet the needs of the learner to retain them on course and improve behaviours around attendance and punctuality.</p>
Management interventions	<p>Failure to demonstrate improvement in attendance and/or punctuality will result in the formal disciplinary process from the Head of School. Non-compliance and failure to improve may result in the student being withdrawn from the programme. The student has the right of appeal to the Director of Curriculum, whose decision will be final.</p>
College interventions	<p>Monthly ranking tables shall be produced by course and curriculum area to foster competition among learner groups to support</p> <p>Incentives shall be agreed in year for top performing and most improved groups and individuals for high attendance to recognise the achievement and success.</p>
College closure	<p>In the event of disruption to business students still engaged in remote learning via online or postal submission will be recorded in accordance with college register marking as R.</p>

## Appendix 1

### Attendance & register marking guidelines

There are three standard marks on registers:

/ present

L late

O absent

- Students who are present during induction week should be marked as present on the registers
- When students are on work experience registers should be marked as 'A' (click on work placement)
- When students are on college trips registers should be marked as 'A' (click on educational trip/visit)
- If allocated to attend a formal exam learners can be marked as 'A' (click on exams)
- Authorised absence can also be recorded for the following circumstances: mandated JCP interviews for adult learners, a death of an immediate family member, a Home Office/police interview or a hospital appointment. Physical evidence must be kept by teachers to verify such use of authorised absence
- All other absences must be listed as O
- When students have attended but cover has not been provided (i.e. they are directed to self-study) learners can be marked as present on registers provided there is a paper record of attendance kept by admin
- There are a few acceptable reasons for authorised absence 'A' rather than 'O' and these can only be used when students have produced documentary evidence and this evidence must be retained for audit purposes by the course tutor. A JCP mandated interview can be chosen from the drop down or others: a family bereavement, hospital appointment or Home Office appointment indicated as a personal reason from the drop down menu on the electronic register. Learners appointments for GPs, dentists or general ill-health are not authorised absence and learners must be marked 'O'.
- Ensure marks from temporary cover registers have been entered onto the online system
- All college courses need to use electronic registers with the exception of very short (1 or 2 day intensive employability courses) or distance learning courses
- If students have finished a module early registers should be marked as 'C' (completed)

- If students have finished a qualification early their ILR status and end date should reflect this – this can be done via EBS
- Bank holidays and staff development days should be marked as ‘-’ (college holiday weeks / cancelled classes/CPD days) – but lost hours should be made up at other times *(CIS will check whether marks can be defaulted to ‘-’ for bank holidays)*

## **Appendix 2**

### **Tutor Warning Letter 1**

Student Name  
Student Address  
Student ID Number

Dear

Re: Poor attendance or Punctuality during the Probation Period.

Further to our discussion on (add date) I am writing to you to confirm that your (delete as necessary)

- a) attendance is below the college target of 90%
- b) time keeping is unacceptably poor

and we agreed this is an area for immediate improvement and if your attendance/punctuality does/do not improve immediately to the agreed acceptable level, you may be withdrawn from the course.

Yours sincerely

Lecturer's Name  
cc: HoC / Admin / Parent / Guardian / Carer (and upload to ProMonitor)

## **Appendix 2 Formal Warning Manager**

Student Name  
Student Address  
Student ID Number

Dear

Re: Final Written Warning Poor attendance and or punctuality

Further to your warning on (add date) from your lecturer (add name) regarding unacceptable attendance and or punctuality, this letter is your written warning.

I regret to inform you that if you do not achieve the targets listed below by (add date) the College may determine that you are no longer committed to studying on the course and you will be withdrawn from your course.

Targets

(Add)

In accordance with the Attendance & Punctuality Policy, if you are withdrawn from your course you have a right of appeal to the Director of Curriculum which must be made within 5 working days of you being withdrawn.

Yours sincerely

CM / HOC Name  
Cc DOC/ Admin / Parent/Carer/Guardian