



Student Attendance and Punctuality Policy

Authorship: Deputy Principal Curriculum and Quality
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STUDENT ATTENDANCE AND PUNCTUALITY POLICY

Rationale:

This policy is designed to provide a framework to:

- Support student retention and achievement by raising standards of attendance and punctuality.
- Safeguard students by monitoring attendance and patterns of absence.
- Ensure a consistency of approach to attendance and punctuality across the group.

Aim:

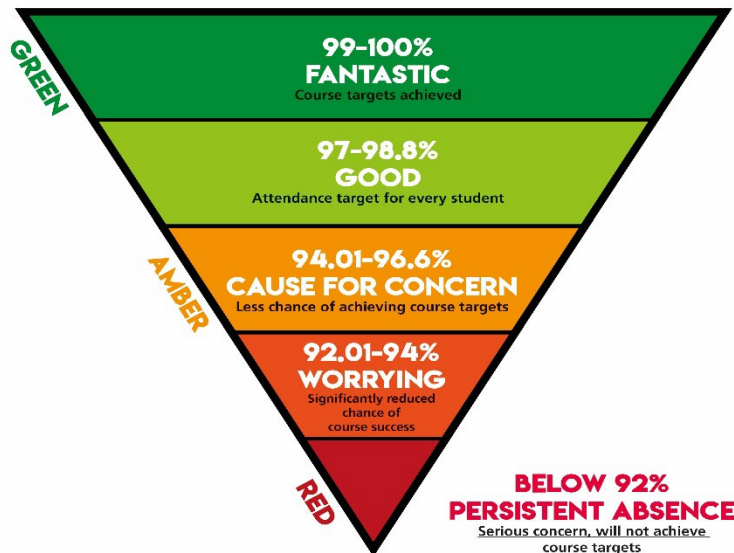
This policy aims to assist all students to take responsibility for their attendance and punctuality which will enhance their learning experience, develop their personal skills and promote positive retention, achievement and progression.

Principles on which the policy is based:

There are five principles underpinning the College approach to student attendance:

1. Student attendance should be effectively managed across the College by all staff;
2. The expectation for attendance is 100%;
3. Punctuality and full attendance should be a key benchmark by which the quality of provision is judged;
4. Every effort should be made to encourage high levels of punctuality and attendance, and remove the barriers that prevent it. Actions to support improvement will recognise and reward those students with excellent attendance and take appropriate action against those whose attendance or punctuality is poor;
5. If in any one academic year student attendance falls below 85% for a programme this may affect progression within the College.

GREAT ATTENDANCE, GREAT FUTURE!



Student Entitlement:

Students are entitled to the best opportunities to be successful in their studies in preparation for employment and future studies. Full attendance is known to be a key factor in success. If a student's attendance and punctuality give the College cause for concern discussions will take place between the student and the Personal Tutor to identify any difficulties and provide any appropriate support to improve.

Students are entitled to lessons which start and end promptly. Staff will cover, or set appropriate work, wherever possible in the case of absent colleagues. Every effort will be made to give advance warning of unavoidable changes or cancellations to classes.

Rewards for Excellent Attendance:

Students who achieve 100% attendance at all sessions including Tutorials and English and maths in any one term will receive a certificate of attendance.

Student Responsibilities:

All students are required to attend **all** classes punctually according to their signed learning agreement and course timetable. Students should not miss classes for anything other than illness or exceptional circumstances, which is approved by their personal tutor.

Students should arrive at least five minutes before each timetabled session. If a student is late for any reason, the teacher will record their lateness on the register and will refer the lateness to the student's personal tutor who will arrange a meeting with them, if this happens on a regular basis. If a student is persistently late, they will be referred to their course team leader and follow the behaviour policy accordingly. If a student is aged between 14-19 years, their parent/guardian may be contacted.

Any student whose attendance falls below 85% and/or persistently late will be asked to attend a meeting with a manager responsible for their course. If attendance remains below 85% this will be considered under the behaviour improvement policy process and could lead to withdrawal from the course.

International students whose student visas are sponsored by the College must be required to attend a minimum of 15 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week. Where the student has not reached 85% attendance of their classroom-based study in any given month, the College must review the reason for the student's absence. The student's record must then be annotated with the reason for the non-attendance and the steps being taken to improve the student's attendance.

Where an international student whose student visa is sponsored by the College and the attendance falls below 70% for three consecutive months, the College must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).

Any student who is unable to come into college for any reason should telephone the College before 0900 hours. The telephone number is 01702 220540. Any student who is absent without prior notification will be contacted by their tutor.

Students who are late or absent from class are responsible for catching up on any missed work.

If a student is absent without authorisation and there has been no response to contact from the College staff, and no attempts made by the student to contact the College, the student will be deemed to have withdrawn him/herself from the course after four consecutive weeks.

Unacceptable attendance and/or punctuality may affect financial support, examination entry, claims for mitigation or other concessions.

Teaching Staff Responsibilities:

All Teaching Staff are required to:

- Promote the importance of attendance and punctuality to students;
- Start and finish classes on time;
- Advise and remind students of the College Attendance Policy particularly during Induction and then throughout the programme of learning;
- Mark attendance, absence and lateness accurately in registers at the start of each session. If an electronic register cannot be taken during the session then a manual register should be taken and the marks transferred onto the electronic register at the earliest opportunity that same day;
- Ensure the student, their employer (where appropriate) or parent/guardian is contacted promptly wherever there is cause for concern;
- Monitor and report individual and group attendance and punctuality for their classes;
- Ensure Behaviour meeting is documented on ProMonitor (Manage Learner Meeting)
- Proactively support students to return to College after absence.

College Management responsibilities:

- Assistant Principal Curriculum is responsible for ensuring that staff are implementing this policy and that students have been inducted into it;
- Heads of Department along with Curriculum Heads/Managers are responsible for monitoring attendance by course and ensuring that department staff take prompt action to ensure the student progress on their program.