

## ATTENDANCE AND PUNCTUALITY PROCEDURE

### 1 Policy Link

ESC05 Teaching Learning and Assessment Policy

### 2 Purpose

The purpose of this Procedure is to ensure the effective implementation of the College's Teaching Learning and Assessment Policy. The Attendance and Punctuality Procedure is designed to create a strong attendance culture that supports safeguarding, high retention, achievement and progression.

### 3 Scope

This Procedure applies to all students and to all aspects of learning programmes including classroom based sessions, tutorials, workshop/salon activities, GCSE/Functional Skills, support sessions, work placements/experience and enrichment activities.

### 4 Responsibility for implementation

The table below summarises the responsibilities of College staff in implementing the Attendance and Punctuality Procedure.

#### ROLES AND RESPONSIBILITIES

<b>ACTION</b>	<b>RESPONSIBILITY</b>
Set College attendance and punctuality targets	Vice Principal (Approved by Corporation)
Review College level attendance and punctuality weekly	Directorate
Report College attendance to Governors through the monthly KPI dashboard	Vice Principal/Principal
Report College attendance and punctuality levels to Quality and Standards Committee	Vice Principal
Lead on the Attendance strategy. Monitor that procedures are followed, appropriate interventions take place and progress towards targets is achieved. Identify action to improve with Heads of Department at weekly CMT meetings. Brief staff on this Procedure and report to all staff at monthly all staff meetings	Director of Student Support
Reporting at formal Performance Reviews to Principal/Deputy/Assistant and to Governors	Heads of Department
Review course and department level attendance and punctuality; monitor progress and identify further actions to improve at Curriculum Quality Reviews	Heads of Department and Programme managers with Vice Principals
Report on attendance and punctuality in course reviews, Self-assessment and Quality Improvement Reports	Head of Department, Course Leader and Course Team

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Discuss and record reasons for absences with students; report to Course Leader using cause for concern e-tracker	Course Leaders/Lecturers/Personal Tutors/ Curriculum Administrators
Challenge lateness with students; report to Course Leader using cause for concern e-tracker	Lecturers/Personal Tutors/LSA
Hold 1+1 target setting meetings with the student using disciplinary measures where appropriate	Course leader/Personal Tutor/ Heads of Department
Review student and course level attendance and punctuality and take action with students	Heads of Department /Programme managers/Course Leader and Personal Tutors
Contact parent/ guardians/ carers or employer when concerned about absence	Course leaders/Personal Tutors /Curriculum Administrators
Standard letters 1,2,3 to be sent where attendance is below 80%	Heads of Department/Curriculum Administrators

## 5 Procedures

### 5.1 Registers – Issuing, Marking and Return

ACTION	RESPONSIBILITY
Accurately marking and submitting registers in a timely manner	All teaching staff
Reporting on the timeliness and accuracy of register completion (part of termly MIS review)	MIS
Unmarked register report to be actioned	Heads of Department/Curriculum Administrators

- 5.1.1 The register should be electronically marked at the beginning of the lesson and submitted before the end of each session or in exceptional circumstances by the end of the day.
- 5.1.2 If any student attending your class is not on the register this indicates they are not enrolled. They must be taken to Client Services to ensure they are enrolled on the correct programme. Any changes to the students on your electronic register must be approved by your HoD. No adding to registers manually.
- 5.1.3 Lateness is defined as arriving any time after the start time of the lesson. All students arriving late must be acknowledged and challenged appropriately. Students should be asked to provide reasons and these should be recorded in the tutor's late book. LSAs should be directed to assist in managing this process. Lateness to the first lesson of the day may often be related to transport or domestic problems and can be a support issue. However, lateness to other sessions in the day may be classified as a disciplinary issue. Students should **not** be turned away from a class on the grounds of lateness.

### 5.2 Student Responsibilities

- 5.2.1 Through the College Charter, students make a commitment to *'demonstrate excellent attendance and arrive punctually'*
- 5.2.2 Students are asked to contact their Curriculum Administrator on the day of any absence by using telephone, email or eNotify. Any absence reported must have reasons put on etracker by Administrators and Tutors.

Students should be informed of the notification procedure during induction and reminded by their Tutors regularly in tutorials.

### 5.3 Staff Responsibilities

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- 5.3.1 All teaching staff should know the name of the Course Leader for each student in their class. The Course Leader is responsible for monitoring attendance of their group at all classes and implementing interventions to improve attendance with individual students who are below the 90% College target. There should be no unexplained absences by 16-18-year-old students. Unexplained absences of 14-16-year-old student should be notified to their school and their parents / carers immediately. Unexplained absences of apprentices should be notified to their employer.
- 5.3.2 Persistent student absence or consistently poor punctuality must be addressed by Course Leaders and Heads of Department in accordance with College disciplinary procedures.
- 5.3.3 At each weekly group tutorial, the Personal Tutor should address the previous week's absence(s)/punctuality directly with the student concerned in a one to one tutorial and note the reasons for absence on eTrackr if not already given. If the student is absent they and their parent/carer should be contacted firstly by telephone. If contact is unsuccessful then email and text to both the student and parent /carer. If these methods gain no response, then standard letters should be sent via the Curriculum Administrator. Absence with no contact is a safeguarding issue and local authorities or the Police may have to be informed. The Safeguarding team must be informed in these circumstances.
- 5.3.4 In the case of persistent absence (normally after three missed sessions) without valid reasons or evidence, a one to one tutorial should be held to discover reasons for absence and any underlying problems. The discussion with the student should lead to target setting recorded on eTrackr. This will specify an agreed course of action to be undertaken by the student. Any agreed course of action may include support for the student from central sources such as ALS or Client Services.
- 5.3.5 Invitation to and outcomes of attendance meetings and official warning letters should be copied to the parent/carer/employer unless specific evidence or information from the student indicates this may harm them in anyway. In this case, the Designated Safeguarding Officer should be involved. Curriculum administrators are responsible for the administration of letters. Notes of letters sent must be made on eTrackr.
- 5.3.6 If the student continues to miss classes and has not improved attendance to the College target over a two week period, a Level 1 disciplinary hearing should be held with the HOD. Parent/guardian/carer or employer should be invited to the meeting arranged with the student as appropriate. This may also apply in the case of vulnerable adults.

At the meeting, current data on attendance should be produced and any reasons previously given considered. Validity of reasons should be checked and the impact on achievement and progression opportunities should be highlighted. Teaching /work missed and assignments not completed should also be confirmed in writing. A solution to reverse the poor attendance should be agreed. Finance, ALS and study support needs should be checked. Other external forms of support should be sign posted if appropriate. An action plan should be written that is reviewed by the Course Leader fortnightly. Poor attendance will not normally be a reason for exclusion.

Any agreed plan of action should include support for the student; attendance contract and catch up on learning action plan. This should be added to eTrackr. Details of the agreed course of action will be communicated to parent/guardian carers/ employers.

- 5.3.7 Non-attendance for four consecutive weeks could result in withdrawal from the course if sanctioned by the Head of Department, Director of Student Support and Vice Principal.

## 5.4 Attendance and Punctuality Reports

REPORTS PROVIDED	PURPOSE
<a href="#">Daily unmarked registers</a>	Sent to Lecturer to identify any omissions or data errors
<a href="#">Weekly unmarked register report</a>	Sent to HODs to investigate with tutor and Curriculum Administrators

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<a href="#">2/3/4 weeks absence report</a>	Sent to Course Leader to highlight at risk absence and to make contact with student. Course Leader feeds back to HODS and DSS on interventions made and action plan. At 3 weeks reconsider interventions and action plan to prevent drop out. At 4 weeks absence decision on withdrawal or other intervention by HODS and DSS. DP final agreement on withdrawals. The expectation is that withdrawal is not reached in accordance with best practice
<a href="#">6 week rolling report RAG rating of student cohort. Above 90% Green, 89-70% Amber and below 70% Red students identified</a>	Sent to Course Leaders weekly. Course Leaders action plan students, Programme Managers, HODS to monitor effective interventions have taken place and report to DSS.
<a href="#">6 week rolling report RAG rating of full time groups</a>	Sent to HODs, DSS to monitor performance of groups and identify any support needed for tutors
<a href="#">Attendance below 50%</a>	Monitor students who may need to be withdrawn
<a href="#">Overall FT &amp; PT - funded</a>	Sent to Directorate and HODs to monitor overall achievement of attendance target 90%
<a href="#">Attendance by Course - funded</a>	HODs receive their own Department's reports for monitoring and action
<a href="#">HE Attendance Below 80%</a>	Weekly to Directorate and HODS to monitor and action

Self-service reports are available for all staff from eTrackr and MIS Reporting Services.

- 5.4.1 MIS issue weekly attendance and punctuality reports at College, Department and Course level, including exception reports where the attendance level is below 90%.
- 5.4.2 Where this is the case, the HOD will monitor that an investigation and appropriate action is being taken. For any course with attendance levels below 85%, the team must agree actions to address with their Head of Department and Vice Principals.
- 5.4.3 Summary reports of attendance and punctuality levels are produced by MIS and reported to the Directorate and the Quality and Standards Committee by the Vice Principal. The Vice Principal also reports to the Executive and to governors' Learning and Quality Committee on these matters.
- 5.4.4 Levels of attendance and punctuality are a key data set for Course Review, Self-assessment and Quality Improvement planning and it is essential they are reviewed as part of these processes.
- 5.4.5 The College overall target for 2018/19 is 90% with no unexplained absences.
- 5.4.6 Attendance will also be monitored in-year through the Curriculum Quality Reviews detailed in the Curriculum Quality Procedures and in Performance Reviews, which the Principal, Vice Principal and Governors attend as panel members.

## 5.5 Holiday Procedures

- 5.5.1 Students are advised that holidays should not be taken in term time as it is likely to impact on guided learner hours and achievement and progression prospects.

## 6 Access to Procedure

This Procedure is available on the College Intranet.

## 7 Training and Guidance

Questions about this Procedure, and requests for training, guidance or information on this Procedure, should be directed to the HR Team.

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### 8 Mechanisms for Feedback

Constructive comment on the continued improvement of this Procedure is welcomed and should be forwarded to the Vice Principal.

### 9 References

ESC06 Student Disciplinary Policy  
ESC 05 Teaching, Learning and Assessment Policy  
Standard absence letters  
TENS Attendance and Punctuality

### 10 Further information

ESC06 Student Disciplinary Procedures

11 **Produced/reviewed by:** Director of Student Support

**Date:** August 2018

12 **Approved by:** Directorate

**Date:** September 2018

13 **Review by:** August 2020

14 **Procedure Code:** ESC03

Appendix 1 – Attendance & Punctuality Procedure

Register Marking – guidance for staff

It is essential to call registers at the beginning of the session. This helps you to learn student names, to establish a routine and identify to the students that this is an important health and safety and security process.

**Present /**

- Present when register is called at beginning of session
- Present at a College scheduled exam – Lecturer checks attendance with invigilator
- Present at a College educational visit – EV register confirms
- A College or Department Council student representatives meeting

**Late L**

- Student comes after the class has started. Tutor to maintain a late book / register for student to sign in and add their reasons for lateness. Late students must be admitted to classes.
- Tutor /LSA to update punctuality cause for concern with reason given on e-tracker. Poor patterns of punctuality should result in an investigation/ disciplinary hearing at level1.

**Absent 0**

- Student is not present when you call register.

For safeguarding reasons it is essential that you add latecomers and confirm the accuracy of your register before submitting it at the end of the session.

If a register mark is made in error or needs to be amended following evidence an e-form must be completed with reasons given.

- V – Visits  
Educational offsite visits with staff present. Tutor to mark register from EV form students that are present on the day
- E – Exam  
Exam taking place in College. If a student fails to attend an exam, invigilator to advise Curriculum Administrators and a cause for concern will be entered on etrackr for action.
- C - College closed due to adverse situation  
MIS to update registers centrally