

Student Attendance and Punctuality Policy & Monitoring Procedure



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| Author: | VP Curriculum & Quality | Date: | August 2018 |
| Approved by: | Leadership Team | Approval Date: | August 2018 |

Purpose

The Student Attendance and Punctuality Policy & Monitoring Procedure is intended to assist the College enable our students achieve their full potential and to ensure high levels of attendance and punctuality.

Scope

The Student Attendance and Punctuality Policy & Monitoring Procedure relates to all courses and students within the College. The College expects all students to achieve 100% attendance and punctuality at all times.

Attendance and Punctuality Policy

1. The College expects all students to ensure 100% attendance and punctuality at all times on their chosen programme of study. This includes all components of their Study Programme such as core qualification; maths and English, work experience, tutorials, support meetings, and any other agreed sessions.
2. All students will be required to make a commitment to attend all components of their programme of study at enrolment through signing the Learning Agreement.
3. The College will apply consistent and vigorous procedures to monitor student attendance and punctuality.
4. The College will offer appropriate support to facilitate and motivate students to comply with our College Values and expectations of 100% attendance and punctuality at all times. However, the College may implement a consequence/payback approach to time as part of the intervention model.
5. Students who fail to meet an acceptable standard of attendance and punctuality will be subject to the College's *Learner Improvement Procedure*, being in breach of College Values and expectations.
6. On full-time programmes, Course Tutor, supported by Pastoral Support Tutor, are responsible for monitoring the attendance and punctuality of students on all aspects of their Study Programme.
7. Heads of Studies are responsible for monitoring the attendance and punctuality of all students within a curriculum area and for ensuring effective monitoring and reviews are in place with Pastoral Support Tutors for at risk learners.

8. The Leadership Team is responsible for monthly monitoring of the College attendance and punctuality rates to ensure they are in line with college targets. In addition, they will also monitor and review the timely and accurate marking of registers to ensure this does not have a negative impact on recorded student attendance and punctuality.

Attendance and Punctuality Monitoring Procedure

1. The procedure is designed to provide all members of staff with clear and explicit guidance regarding the monitoring of attendance and punctuality.
2. All staff have a key role to play in the effective implementation of the Student Attendance and Punctuality Policy and monitoring student attendance and punctuality.
3. Students are expected to attend all their sessions. Where this falls below college target the Learner Improvement Procedure will be followed. Any exceptional/mitigating circumstances will be taken into account by the Pastoral Support Tutor.
4. Students are expected to be ready to start their learning at the allocated lesson time. This means in the classroom/workshop and ready to engage in their learning. A lesson start time is not the arrival time.
5. A Student is deemed late at any point after the timetabled start time of the lesson. All late students will be admitted to lessons and the registers marked accurately to reflect the period of lateness.
6. **Students are responsible for the following actions:-**
 - On the first day of absence, the learner will make contact with their Course Tutor either by text or email by 9.00am. This will include information as to the reason for absence and expected date of return.
7. **Pastoral Support Tutors are responsible for the following actions:-**
 - Monitoring attendance and punctuality of at risk learners on a daily basis and taking appropriate action.
 - Discussing students' absence and punctuality with at risk students as appropriate.
 - Implementing the Learning Improvement Procedure when appropriate.
 - Liaise with Student Support in relation to any information pertinent to attendance and Student Bursary Payments.
8. **Course Tutors are responsible for the following actions:-**
 - Liaising with Pastoral Support Tutors over any students where attendance and punctuality is a concern
 - Ensuring any SMART targets in relation to attendance and punctuality are captured on Pro Monitor and followed up as necessary in tutorials
 - Carrying out Stage 1 of the Learner Improvement Procedure with the Pastoral Support Tutor.

9. All Lecturers are responsible for the following actions:-

- Ensuring sessions start on time.
- Marking registers accurately and in a timely manner.
- Ensuring all students are admitted to lessons.
- Challenging lateness as and when it occurs, but not causing confrontation or disruption to a lesson. Therefore, it may be necessary to follow-up lateness with a learner at the end of the session.
- It is not a requirement for a comment to be made on Pro Monitor for a student who is absent. This will be identified through daily reports. However, if a repeated cause for concern then ensure this is raised with the relevant staff
- Communicating with Course Tutors and Head of Studies over students who are at risk due to on-going lateness or attendance issues. This information should feed into curriculum at risk meeting.
- Monitoring the overall attendance patterns at their sessions and exploring reasons for non-attendance as appropriate.

10. Heads of Studies are responsible for the following actions:-

- Ensuring that student timetables are accurate so no incorrect register marks.
- Monitoring attendance and punctuality on a weekly basis through Dashboards and discussion at team meeting/At Risk meeting.
- Involvement in Stage 2 of the Learner Improvement Procedure.
- Receiving and reviewing reasons, for low attendance and punctuality and taking remedial actions where appropriate.

11. The Leadership Team are responsible for the following actions:-

- Monitoring attendance and punctuality rates on a regular basis to ensure they are in line with College targets.
- Reviewing and monitoring attendance at an individual course and lecturer level and taking remedial actions/support to enable improvement.
- Assistant Principals to chair Stage 3 meetings of the Learner Improvement Procedure.

Appendix 1: Student Absence Reporting

Guidance in relation to the process to be followed by students in order to report an absence at college:

- If a student is absent from college they are required to email their relevant Course Tutor to inform them of the reason for their absence and also when they are expecting to return back to college.
- Students should report their absence (via email) on the day it starts, before 9am. If their absence continues, then a follow up email must be sent each day as necessary to the Course Tutor to update as to when they will be able to return to college.
- If a student knows they are going to be away for a specific period of time, they must confirm this on the day their absence starts and amend if the period of absence turns out to be longer or shorter than planned.
- If the student is flagged as high risk, then the Course Tutor must also communicate this absence to the Pastoral Support Tutor.
- Course Tutors are to ensure they check their emails daily in order to be able to keep up to date with any student absences as and when they are sent through.
- Attendance Reports will be sent through to Course Tutors at 10am and 1pm daily.
- At risk learner attendance reports will be sent through to Pastoral Support Tutors on a daily basis.