Name of Policy:	**Attendance Policy**
Last Approved:	New Policy
Approved By:	Governing Board
Consultation	Leadership Team, Curriculum Group, Guidance Team
SLT Owner:	Olwyn Benjamin (AP)

Policy Statement

The college expects high levels of attendance. Supporting high levels of attendance and student engagement is everyone's responsibility, and this policy sets out the processes in place to achieve this.

Community of Learning: In order to make a full contribution to the learning environment of the college, students are expected to attend all timetabled lessons and activities. High levels of attendance enrich the learning experience enabling the collaboration, group work, debate and diversity of a lively classroom. Poor attendance can disrupt the progress and experience of others.

Academic Outcomes: Full attendance is key to individual personal achievement. Statistics prove that poor attendance and punctuality has a serious effect on outcomes. Attendance below 95% has been shown to result in an average reduction of one grade at A level per subject and this can increase to two grades if there are further attendance issues.

Employability: To make a smooth transition to the world of higher education and employment students need to develop personal and employability skills. Key skills include reliability and taking responsibility to meet targets and expectations.

Roles, Responsibilities and Processes

Students

- Students are expected to attend all their timetabled activities, including Tutorial if this is part of the programme.
- The college day begins at 9.00am and ends at 4.10pm. Students are enrolled on full-time programme of study. The programme includes time for independent learning and private study. Students may work at home in these periods, but should be ready to attend as required for a college activity or additional workshop or support session.
- Students should arrive promptly to all classes and ensure that they do not make any appointments or arrangements before the end of the lesson.
- Students are trusted to report short absences by phoning Reception or using the on-line attendance reporting system.   The college should be contacted on each day of absence. Longer periods of absence should be reported by a parent or carer and/or a relevant health professional/ practitioner.

- Students have the responsibility to contact their teachers and make arrangements to catch up any work missed and, if required, to attend workshop sessions to ensure that learning is not disrupted.

Teachers

- Teachers should role model excellent attendance and punctuality, ensuring that starts of sessions are brisk and lively to encourage students to attend punctually.
- They will ensure that they complete class registers accurately and as soon as possible on the day of the lesson.
- Where there is an unexplained absence, teachers will phone the student to gain information about the absence and prompt them to follow the procedures for reporting the reasons for an absence.
- After three consecutive absences, or if a pattern of absence begins to emerge, teachers will make telephone contact with a parent/carer to discuss concerns.
- If attendance levels begin to fall below college expectations, teachers should discuss this with the students and the Course Team Leader and use the College Contract to set targets for improvement.
- If targets are not met and improvements are not made, teachers should contact parents/carers to discuss concerns and, following the College Disciplinary procedures, issue a Stage 1 Warning with further targets for improving attendance.
- All interventions, records of phone calls and copies of emails should be recorded on the student's profile on ProMonitor.
- If a student has a medical condition which leads to an extended absence, teachers will support them to keep up with their studies as far as possible.
- Where attendance is affected by a medical condition, additional need or a welfare issue, this should be referred to the Guidance Team.

Course Team Leaders

- Should be aware of the attendance of each class on the course.
- Have an overview of the profile of students on the course and any factors which might affect attendance eg medical conditions.
- Support teachers in the team to make timely and appropriate interventions.
- Ensure that classroom activities on the course are engaging.
- Ensure that there are arrangements to support students to catch up missed work.
- Maintain resources on moodle which will support students' understanding of any topics missed due to absence.
- Liaise with the Head of Department about any escalating concerns.

Heads of Department

- Monitor and analyse attendance data of course teams including specific student groups eg Students in receipt of Free School Meals, Looked After Children, students with additional needs and identify issues for intervention and improvement.
- Make attendance a standard agenda item for all levels of meetings across the department ensuring monitoring is analysed, strategies are reviewed and disciplinary procedures are being followed.

- Work with the Guidance Team to support 'at risk' students and develop effective strategies to support their attendance.
- To maintain good attendance and continuity of learning, make appropriate arrangements for students when a teacher is absent, with work set that is focused and appropriate to the overall Scheme of Work.
- Where low attendance is a disciplinary issue, and earlier interventions have not resulted in improvements, contact parents/carers to discuss continuing concerns and, following the College Disciplinary procedures, issue a Stage 2 Warning with further targets for improving attendance.

Guidance Team

- Will work with students with low attendance to identify barriers and develop strategies and action plans to improve.
- Implement disciplinary procedures for students whose attendance does not improve despite the support given.
- Oversee and support the attendance of Looked After Children; Students in receipt of bursaries and free school meals; students where there are Safeguarding and Prevent concerns and other groups deemed to be vulnerable and at risk of low attendance and lead on cross college strategies to ensure a level of attendance that will support achievement on their programme of study.
- Arrange for reasonable adjustments to be made if a student needs a period of absence for a health or mental health issue.
- If a student has a serious medical condition which leads to extended absence, they will be supported to keep up with their studies.
- If it becomes unviable for a student to complete their study programme, due to ongoing health issues, Welfare and Guidance staff will meet with the student and parent/ guardian to discuss further, and the College's Fitness to Study policy may be applied.

Senior Leadership Team

- Will have the strategic overview of all attendance issues.
- Ensure that attendance data for all curriculum areas and for all specific student groups is reviewed and regularly analysed as a standing item in SLT meetings.
- Ensure that any issues or trends of low or falling attendance are addressed effectively.

Registry

- Will provide accurate and timely attendance data for all students by each element of their programme of study
- Send weekly automated emails with information about attendance to parent/carers
- Send prompts to staff when registers have not been completed
- Provide reports on incomplete registers for HODs

Related Policies

This policy should be read in conjunction with other college policies, in particular:

Academic Support Policy
Admissions Assessment Policy
Confidentiality Policy
Fitness to Study
Student Code of Conduct
Student Disciplinary Policy