

Student Attendance and Punctuality Policy



The purpose of this policy is to:

- Set out and maintain expectations and responsibilities for student attendance and punctuality to maximise students' potential through development of skills, knowledge and employability;
- Safeguard students;
- detail how attendance of students will be monitored in order to identify those who do not attend college or individual classes, to enable them to access appropriate support as necessary, return to their programme of study and achieve their qualification(s);
- Provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA).

Who does this policy apply to?

This policy applies to all students on any course at any level.

Policy Statement

The College recognises that excellent attendance is key to maximising the learning experience, achievement of academic goals and development of employability skills. Attendance and punctuality are highly valued by the College and by employers and therefore essential to effective and successful employment.

The college is committed to actively promoting, supporting and encouraging 100% attendance and punctuality for all our students in preparation for progression to their next steps.

The college expects that all students attend and be on time for 100% of all aspects of their course. Students below 95% attendance may not be allowed to progress to the next level of study unless exceptional circumstances arise (students, parents/guardians should seek to speak with staff as soon as possible to discuss any prolonged attendance issues with a view to find solutions). Staff adopt a consistent approach to applying the Attendance and Punctuality policy to ensure students are clear on their expected behaviour and attitude.

Failure to meet agreed attendance commitments will result in the College's Student Disciplinary policy being applied or, when relevant, the Fitness to Study policy.

Why do we need this policy / background information

All students should be made aware of their responsibilities and the college's expectations during their induction, through discussion of:

- College Values
- College Code
- British Values

Roles and responsibilities

Students will:

- Attend 100% of all of their course on time and be ready to learn. This includes English, mathematics, tutorials, workshops, practical activities, compulsory visits, work placements and examinations.
- Seek agreement in advance with their tutor if they are not able to attend normal timetabled activity. This must be supported with formal notification from their parent/carer if they are under 18.
- Notify the attendance line before your first lesson if attendance is not possible (see Appendix 1). In the case of students under the age of 18 we would expect this to be completed by the parent/carer.

We would expect parents/carers of under 18s and vulnerable students to:

- Work in partnership with the College to ensure that their son/daughter is attending college as per their agreed timetable and is always on time.
- Respond in a supportive manner if concerns are raised.
- Attend parent/carer events when their son/daughter's progress is discussed on a termly basis.
- If the student is unable to attend College for any reason, notify at the earliest possible opportunity by phone or email (see appendix 1).

College Staff will:

- Actively promote the need for 100% attendance and punctuality.
- Continuously monitor attendance throughout students' time at College. Address poor attendance through the Student disciplinary or Fitness to Study procedures.
- Review the attendance of all students after the first five weeks of the academic year. Students who have not achieved at least 97% attendance may be withdrawn from the College unless exceptional situations arise.
- Respond to all absenteeism consistently and fairly, taking into account individual circumstances.
- Provide support to students experiencing barriers to attendance and punctuality and signpost appropriately.
- Mark all registers accurately and within the first 30 minutes of the lesson. This is the legal and auditable document to record attendance and punctuality.
- Update Pro –Portal (ProMonitor) to record any personal/pastoral issues that could affect attendance and punctuality.
- Notify the safeguarding team where a student with a known pastoral concern is absent.

Liaison with external agencies

The College will maintain close links with relevant Local Authorities for Looked After Children, in their role as 'corporate parent,' and for students with Education Health and Care Plans. Nominated college staff will advise them at the earliest opportunity should concerns about attendance arise'.

The College will maintain close links with health care providers such as CAMHS and other specialists regarding the needs of students with physical and mental health difficulties.

This will include consulting on the suitability of programmes of study in the context of attendance concerns and possible barriers to acceptable levels of attendance.

Links to College values and other College policies

This policy should be used in conjunction with the following policies and procedures:

- Student Disciplinary policy: Managing Student Behaviour and Performance
- Fitness to Study policy
- Safeguarding & Child Protection Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Student Anti-Bullying and Harassment Policy
- E-Safety Policy
- Bournemouth and Poole College Mission, Vision and Values
- Data Protection Policy
- Acceptable Use of IT Policy

Who needs to understand this policy and how will they know about it?

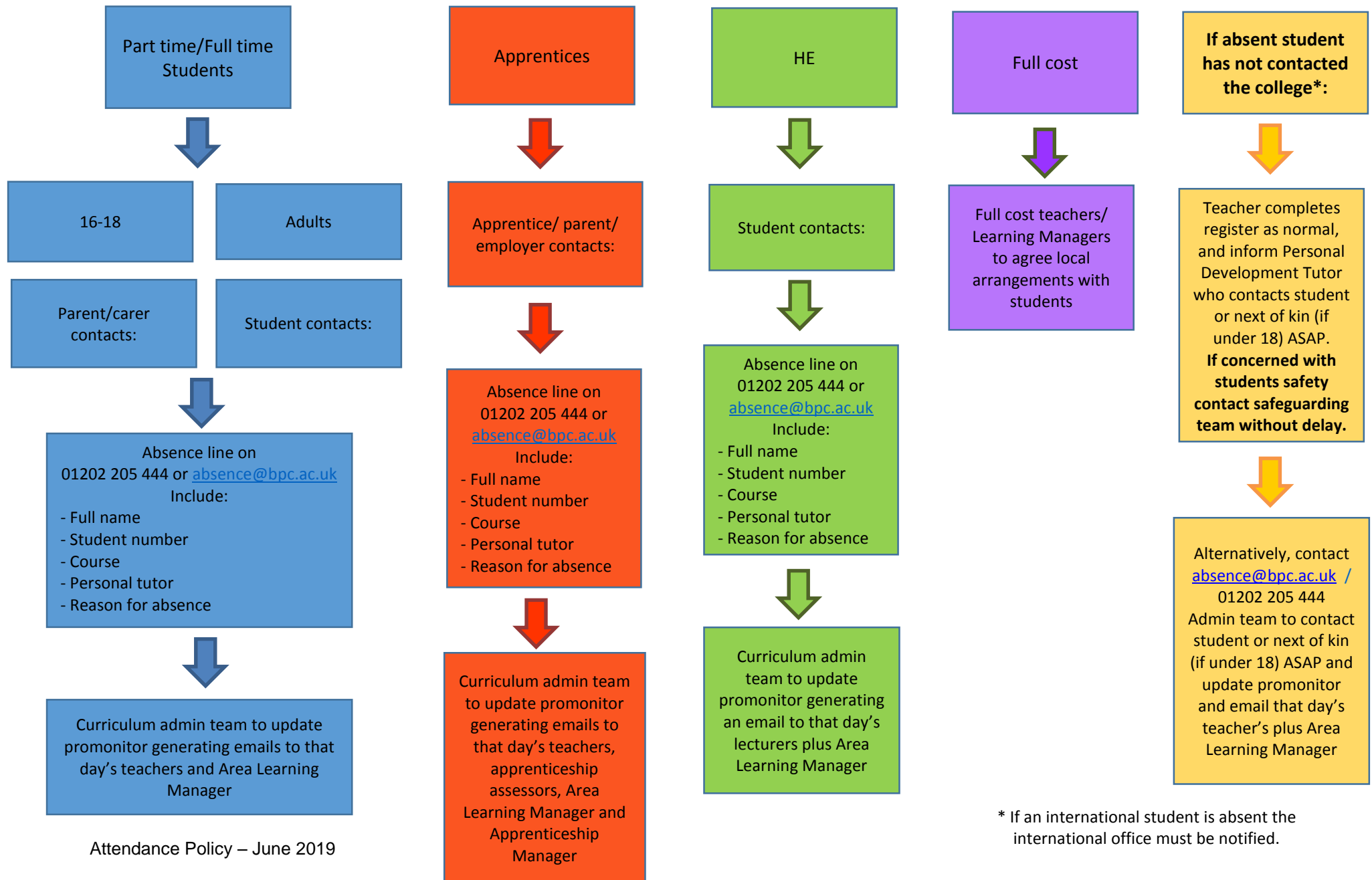
The following training and awareness will be put in place:

Who?	How?
Students	Policy available on the College website. Reference made to the Policy throughout the application and enrolment process – at College Open Events, during interview, in offer letters, invitation to enrol letter, at enrolment.
International students	Non-EU Tier 4 students are required to comply with this policy as well as those set by the Home Office as part of their visa and the College's Tier 4 license (please refer to the International Student Handbook).
College managers	SLT briefing
All teaching staff	SLT briefings by Learning Managers; 'All Staff' e-mail; visits to team meetings if requested. Part of induction pack for new starters.
Business Support staff who interact with students	Briefing by line managers; copies of the policy to be distributed.

PROCESS / PROCEDURE

Process for to communicate student's absence see Appendix 1

Process to communicate students' absence



* If an international student is absent the international office must be notified.

Attendance types

Register Marks	Description	Positive for Attendance
/	Present	Yes
O	Absent	No
E	Explained Absence (see guidelines below)	Neutral
L	Late	Yes
Q	Left Lesson Early	Yes
A	Student working from home due to ongoing medical issues (see guidance below)	Neutral
P	Work Experience/Work Placement or significant curricular activity (see guidance below)	Yes
T	Student Transferred to course/group (see guidance below)	Neutral
F	Completed, NOT attending that particular class (see guidance below)	Yes
W	Withdrawn from the Course (see guidance below)	Neutral
C	Lesson Cancelled (state reason)	Neutral

Register Marks Guidance:

E - Explained Absence

The following definitions are being applied to explained absence:

- Medical Appointment
- Carer responsibilities
- Religious holiday
- University open day or career related interview
- Student Support interview / appointment e.g. counselling / Careers service
- Child sickness
- Probation meeting
- Bereavement
- Severe disruption to transport e.g. rail strike
- Student Rep meeting
- Reserved Forces event

- Student Union Exec meeting
- Examinations
- Suspension

If the absence becomes too substantial and the student may not be able to achieve, the content of their study programme will be reviewed in line with the Fitness to Study policy.

P Mark

This mark can only be used for an individual student(s) completing work experience instead of a regular timetabled session, where the work experience forms part of the course and has been arranged by the College.

This can also be used for any Work related or course related activity.

Should the **whole class** be on work experience you must inform TRU so that the teaching event can be replaced with an event titled Work Experience.

*This mark should **not** be used where a student misses a class due to other employment outside the college.*

A Mark

This mark can only be used where a student is absent due to a long term medical condition (including Hospital stays) but is still undertaking their course.

Evidence of work submitted/ undertaken to be kept by the Tutor and recorded on Promonitor.

T, F or W Marks

These are only temporary marks pending the withdrawal/transfer forms, completions being processed. These mark marks should not be used prior to the date the students withdrew, transferred or completed.

Policy approved by: Senior Leadership team

Date: June 2019

Bournemouth and Poole College

Date: December 2018

Function Equal Opportunities

This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)

1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below

2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?

Low attendance for students with protected characteristics – the college will implement a fitness to study policy to address poor attendance due to these factors

3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?

This attendance policy ensures that a consistent and transparent approach to improving attendance is in place for **all** students across college.

Religious observances are included within the 'explained absence' categories

4. What evidence supports your judgements? E.g. Consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?

Currently there is no evidence to support equal opportunity feedback for attendance. This is currently under review.

5. Name and job title of manager responsible

Director of Learning – Sixth Form and Service Industries