



**North Warwickshire  
& Hinckley College**

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Part of North Warwickshire and South Leicestershire College

# **Student Attendance & Punctuality Policy 2019**

North Warwickshire and South Leicestershire  
College

Director of Student Experience and Support

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# Student Attendance and Punctuality Policy 2019

## 1. Introduction

- 1.1 At North Warwickshire and South Leicestershire College we believe in the importance of a high rate of attendance and punctuality in order for our students to succeed. Our students, as a whole, have proved more likely to achieve their qualification if they regularly attend classes. Students who arrive late have a huge impact not just on their own learning but also on the Employability of the rest of the class.

## 2. Definitions

- 2.1 Attendance is defined as being in scheduled classes when required to be there.
- 2.2 Authorised attendance are those circumstances where the College agrees in **advance** that the student will not attend classes but it may not affect their overall attendance percentage for the purposes of disciplinary outcomes.
- 2.3 Punctuality is defined as arriving at timetabled lessons at the start time of the lesson.

## 3. Related Policies, Procedures and Documents

- 3.1 Learning Support Policy.
- 3.2 Student Disciplinary Policy.
- 3.3 Bursary Policy.
- 3.4 Other policies and documents may be identified from time to time as circumstances change and may be added to this list.

## 4. Rationale

- 4.1 The Policy outlines a whole College approach to the management of attendance and punctuality. The College believes that a consistent approach amongst managers, teaching staff, support staff and students working together to strive to create a positive culture which seeks to improve attendance and punctuality will help students achieve their full potential.

## 5. Core Principles

- 5.1 Students are given a 100% expectation for attendance with a 95% target to accommodate for illness.
- 5.2 The College has high expectations on the implication of pro-active monitoring of students attendance.
- 5.3 There are clear consequences that arise if students are continually failing to meet College requirements for attendance. These are outlined and followed as per this policy.
- 5.4 Directors of Learning & Skills, Learning & Skills Managers, Teaching staff, Support staff, Employability Coaches and students should be aware of the policy and processes and what qualifies as an authorised absence for record on the register and what qualifies as an unauthorised absence. The guidelines for this are outlined in this policy.

## **6. Equality Analysis**

- 6.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:
  - i. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
  - ii. Advance equality of opportunity between people of different groups;
  - iii. Foster good relations between people from different groups.
- 6.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.
- 6.3 Where necessary a full equality impact assessment will be undertaken.
- 6.4 If a student has a disability or an on-going medical difficulty or other special circumstances such as a 'Child Looked After' or a 'Young Carer' that directly affects their attendance or ability to arrive on time this should be identified with the students and the additional support team. The College will work with the students to ensure that reasonable adjustments and support are in place and levels of expectation set accordingly. Any reviews or disciplinary outcomes will take into account and be responsive to the needs of students with disabilities, learning difficulties or other emotional, social or behavioural needs. Support will be offered and provided where appropriate.

## **7. Implementation, Monitoring and Review**

- 7.1 The implementation of this Policy will be monitored at a College level by the Senior Leadership Team, at Curriculum Level by Directors and other College managers and at an individual level by Employability Coaches.
- 7.2 This Policy will be reviewed every three years, or as otherwise directed by the Principal, College policy or legislative changes.

# Appendix 1

## Roles and Responsibilities

### Directors and Managers

All College Directors, Learning & Skills Managers and College managers are required to promote the College's high expectation of punctuality and attendance; through role modelling, meeting the minimum standards of performance, promoting a culture of good attendance, raising awareness of procedures and creating a mechanism to reward those who attend at target levels. College managers will support staff to promote attendance and to reduce absence.

### Teaching Staff

All teaching staff are required to communicate clearly the College's high expectation of punctuality and attendance; teaching staff should be prepared to raise awareness of College procedures and to work with students to promote good attendance.

All teaching staff should consistently reinforce the message that poor attendance is not acceptable and where it falls below an agreed level this will lead to action, including possible disciplinary outcomes or even withdrawal. Teaching staff must also make students aware of additional support services available.

All teaching staff should make students aware of the expected method of contact for if they are going to be absent; which should be by 9.30am, or at least half an hour before they are due to be in the session.

Teaching staff should be reporting any absence of students to the relevant Employability Coach and the Registrars. This relates to occasions when:

- The students report their absence to the teaching staff directly instead of the Box.
- There is a student or multiple students missing who have not reported absence previously to the Employability Coach or through the Box.
- There is a long term issue which causes a students to be absent for a significant period of time.

Teaching staff should complete the class register accurately and fully as soon as is reasonably practicable. Teaching staff should strive to update contact information as often as possible.

### Employability Coaches

All Employability Coaches are required to communicate clearly the College's high expectation of punctuality and attendance. Employability Coaches will promote awareness of College procedures and the need to attend.

All Employability Coaches should consistently reinforce the message that poor attendance is not acceptable and where it falls below the College target this will lead to action, including possible disciplinary action or even withdrawal. Employability Coaches must also make students aware of additional support services available.

All Employability Coaches should make students aware of the expected method of contact for if they are going to be absent; which should be by 9.30am, or at least half an hour before they are due to be in the session. The absence should be reported through the Box.

In the event of unauthorised or unreported absence, Employability Coaches will check the submitted relevant register to check and follow up on any absentees. The Employability Coach will conduct classroom checks, for their specific area of responsibility, in the morning and afternoon of each day whenever possible. Course tutors will email details of any known absences to them within 30 minutes of the start of their session. Any noted absentee(s), will receive a phone call and text and/or emails from the Employability Coach enquiring about the students' absence.

The Employability Coach should address any absences with the students through 1:1 meetings and set targets as part of their progression. Details of this may be outlined at the Employability Coaches' discretion, though it must ensure the student is given realistic yet challenging targets for improvement and makes the students aware that they will continue to be monitored for future progression.

Employability Coaches will update contact information as often as required and by gaining two parents / guardians / emergency contacts wherever possible.

Employability Coaches will continually liaise with teaching staff to ensure clarity of the student's position and action being taken.

## **Students**

All students are required to attend **all** scheduled lessons and arrive **before** the start of the lesson appropriately prepared to begin work.

All students are required to inform the College **before** the lesson if they are going to be absent and have a genuine reason. This information will then be forwarded on to the Employability Coaches for information/follow-up.

Students are responsible for their own time keeping and levels of attendance.

Students are required to understand the punctuality and attendance target requirements and what the consequences are of falling below College expectations.

Students are responsible for not scheduling health and other appointments during College hours. If this cannot be avoided, a medical note or proof will be required.

Students are responsible for not scheduling holidays during term time. If there is unavoidable absence a student needs to discuss with the students' tutor or Employability Coach beforehand.

All students are responsible to complete outstanding work from missed classes, with the support as appropriate and within the allocated scheduled time limits.

Students are responsible to ensure their contact information is up to date and accurate. If a student's changes any of their contact information they should inform their Employability Coach or their Tutor as soon as possible.

## Appendix 2

### Rules for Authorised Absence

All authorised absences are marked on the register as **A** and should have the following characteristics:

- They should be for a known purpose.
- The purpose should be valid
- The member of staff should have agreed the absence **in advance**, preferably in writing with evidence.

Examples of occasions when teaching staff may allow an 'authorised absence' include, but not limited to:

- Job interviews.
- University Interviews or Higher Education Fairs.
- Hospital appointments (should provide appointment card or letter).
- Religious festivals for the religion to which the students belongs. Up to 4 days per academic year are permitted for recognised festivals falling during the College calendar.
- Attendance at a probation meeting or a court appearance.
- Attendance at a funeral.
- Severe disruption to the students mode of transport to College e.g. bus or rail strike, leaving them with no practical means of getting to College.

**Procedure for Dealing with Poor Attendance.**

For the purposes of the first half term of the academic year Attendance 3 will not be used and the student will move straight to Attendance 4 the disciplinary process.

**Attendance actions and Disciplinary Flow chart (actions for unauthorised or unknown absence)**

**Actions to be taken if the following happens within a half term**

