NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Student Attendance & Punctuality Policy 2022(v1)

North Warwickshire and South Leicestershire College

Policy Author: Director of Student Experience and Support

Lead Owner: Deputy Principal Curriculum and Innovation

Target Audience: Students and Staff

Policy Location: College Website and Staff SharePoint

Contents

Student Attendance and Punctuality Policy 2022(v1)

Page

1. Introduction 1
2. Definitions 1
3. Related Policies, Procedures and Documents 1
4. Rationale 1
5. Core Principles 1
6. Equality Analysis 2
7. Implementation, Monitoring and Review 2

Appendices

1. Roles and Responsibilities 3
2. Rules for Authorised Absence 5
3. Procedure for Dealing with Poor Attendance 6

Document History

Version Number	Amended By	Date of Revision	General Revision Description

Student Attendance and Punctuality Policy 2022(v1)

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 and are punctual for their learning. Students who arrive late have a huge impact not just on their own learning but also that of others in the group. In order to prepare our students for their net steps it is important that our students take responsibility and accountability for their own attendance and timekeeping. Staff at the College will listen, understand and have empathy for individual situations as required …but will not tolerate poor attendance and timekeeping without valid reasons.

1.2 This electronic version is the definitive version of the Policy.

2. Definitions

2.1 Attendance is defined as being in scheduled classes or sessions 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 sessions and in readiness for the class to start at the timetabled start time.

3. Related Policies, Procedures and Documents

3.1 Student Learning and Support Policy 2022.

3.2 Student Conduct Expectations Policy 2022

3.3 Student Bursary Discretionary Policy 2022.

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, Curriculum Delivery 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 parameters set with 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 Assistant Principals for Curriculum, Learning & Skills Managers, Curriculum Delivery Staff, Learning and Pastoral Support staff, Personal Development 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 Assistant Principals and other College managers and at an individual level by Personal Development Coaches and Academic Staff.

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

Assistant Principals and Managers

All Assistant Principals, 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.

Curriculum Delivery Staff

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

All Curriculum Delivery 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. Curriculum Delivery Staff must also make students aware of additional support services available.

All Curriculum Delivery 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.

Curriculum Delivery Staff should complete the class register accurately and fully as soon as is reasonably practicable and no later than the end of the day of timetabled attendance. Attendance whether present, authorised, confirmed remote attendance or unauthorised should be recorded on the register.

Academic Co-ordinators and Lead delivery staff take responsibility for analysing the attendance for their group and individual students and where required review this to discuss the following attendance tolerances:

Attendance Targets	Interventions
95-100% Excellent/Outstanding Attendance	Praise required
90-94% Good	Reminder not to let it slip below 90% and praise and encouragement with a target to improve to 95%
89% and below	Formal interventions should be used as appropriate to the situation with an action plan to improve and support or reasonable adjustments applied as necessary.

Interventions should be recorded in the Behaviour section of the box where praise and conduct interventions are noted.

Information on Study Programme non-attenders will be gathered with texts sent to students directly and parent/carer/guardians to those aged 16 and 17. Stating the following:

i. Parent/Carer text: Your young person did not attend 1 or more of their lessons at College yesterday. Please contact their lecturer if there are any issues that you need to discuss

ii. Student Text: Yesterday you did not attend 1 or more of your timetabled sessions. Attendance is vital in order to achieve. Please discuss your absence with your lecturer

Curriculum Delivery Staff should strive to update contact information for students and parents/carers/guardians as often as possible.

Appendix 1

Personal Development Coaches

Personal Development Coaches are assigned to students and groups enrolled on full-time Study Programmes.

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

All Personal Development 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. Personal Development Coaches must also make students aware of additional support services available.

All Personal Development 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, Personal Development Coaches will check the submitted relevant register to check and follow up on any absentees. The Personal Development 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 Personal Development Coach enquiring about the students' absence.

The Personal Development Coach should address any absences with the students through a 1:1 meeting and set targets as part of their progression. Details of this may be outlined at the Personal Development 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.

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

Personal Development Coaches will continually liaise with Curriculum Delivery 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 them be forwarded on to the Personal Development Coach for information/follow-up.

Students are responsible for their own time keeping and levels of attendance as set out in the College Code of Conduct.

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 must take responsibility for not scheduling holidays during term time. If there is unavoidable absence a student needs to discuss with the tutor or Personal Development Coach beforehand.

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

Students are encouraged to keep their contact information up to date and accurate. If a student changes any of their contact information they should inform their Personal Development 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:

i. They should be for a known purpose.

ii. The purpose should be valid

iii. The member of staff should have agreed the absence **in advance**, preferably in writing with evidence.

Examples of occasions when Curriculum Delivery Staff may allow an 'authorised absence' include, but not limited to:

i. Job interviews.

ii. University Interviews or Higher Education Fairs.

iii. Hospital appointments (should provide appointment card or letter).

iv. 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.

v. Attendance at a probation meeting or a court appearance.

vi. Attendance at a funeral.

vii. 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.

Appendix 3

Procedure for Dealing with Poor Attendance

Attendance Targets	Interventions
95-100% Excellent/Outstanding Attendance	Praise required
90-94% Good	Reminder not to let it slip below 90% and praise and encouragement with a target to improve to 95%
89% and below	Formal interventions should be used as appropriate to the situation with an action plan to improve and support or reasonable adjustments applied, as necessary.

Where a student is absent and is under the age of 18 or considered vulnerable then a call will be made to parent/care/guardian to discuss non-attendance or chase up any unauthorised or unknown absences.

When attendance falls below 90% formal interventions as explained in the Student Conduct Expectations Policy 2022 will be actioned and recoded on the box.

The focus of the intervention is to set an action plan to improve and supporting the student with the improvements.

A note to all staff that where necessary timetables may been to be changed to provide support to the student when full-time attendance is not possible due to health or other reasons.