



STUDENT ATTENDANCE and PUNCTUALITY POLICY

January 2017

Policy name	Student Attendance and Punctuality Policy 2017
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Approved by SMT/SLT	
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Through its policies and in its day to day work, the college is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of gender, racial or ethnic background, disability, religion, sexual orientation or age and embraces the college's legal responsibilities.

Student Attendance and Punctuality Policy 2017

1. College Mission and Values Statement

The Mission of Worthing College is to provide Opportunity, Achievement, Success and Progression.

To achieve the College mission of Opportunity, Achievement, Success and Progression the College will:

- **Put people first**, care for students and staff, recognise each individual's needs
- **Make teaching and learning the top priority**, value each person and foster individual learning to develop the whole person
- **Work together with others** to raise the ambitions and achievement of everyone
- **Embrace diversity** and challenge all forms of discrimination
- **Strive for excellence**, foster openness and trust and commit to continuous improvement

2. Purpose of policy

To achieve high levels of student attendance and punctuality in accordance with College's annual key performance indicators for overall attendance.

Policy Statement

It is the policy of Worthing College that:

- Accurate electronic records of student attendance and punctuality will be kept and stored on its Student Track database.
- Targets for attendance rates will be set at whole College level for overall attendance. Attendance and lateness records and associated action plans will be reported as part of the College's SQR quality assurance process.
- Expectations of attendance for students will be explicitly stated in written form in the Student Code of Conduct, available to students on the Student Intranet and presented to students early in the academic year as part of induction.
- Parents and carers will have access to our expectations of attendance through the Student Code of Conduct on the Student Intranet.
- Students, parents and carers can access detailed, live attendance data through the Student Intranet
- Attendance rates will be reported as part of the academic tracking process and a qualifying comment about attendance will normally be included in academic and employment references for students.
- Attendance and punctuality information will be used accurately and effectively for the purposes of Bursary administration.
- Student attendance and punctuality concerns will be recognised promptly and dealt with consistently by guidance and curriculum staff, taking into account particular circumstances where appropriate.

- Teachers are required to complete registers by 4.30pm of the day of the lesson. Completion of registers by teachers will be monitored by curriculum managers, who will be automatically notified when 10 registers are not completed on time.
- The Student Advice and Support Team and Tutor Team can provide support to students experiencing difficulties with College attendance or punctuality.
- In the case that attendance or punctuality problems are related to a prolonged medical issue or disability, the college will make reasonable adjustments such as X- outs on registers for defined periods or timetable adjustments to ensure that a student is not disadvantaged. Further information is provided in the college's Fitness to Study procedures.

3. Responsibility for implementing this policy

In this student attendance and punctuality policy, the following have responsibilities

- **Students** by striving to achieve full attendance, accounting for all absences and lateness and taking responsibility for completing work missed through absence/lateness.
- **Parents/Carers** by monitoring the attendance and punctuality of their son/daughter and keeping the College informed about factors that may influence students' attendance and punctuality, such as health concerns. Also by supporting the College's stance on holidays and activities arranged during term time. Information for Parents/Carers is included in Appendices.
- **Teachers** by complying with all attendance and punctuality reporting and data collection procedures --- most specifically the updating of registers daily. Also by complying with all quality assurance procedures related to attendance and punctuality and by maintaining an active dialogue with students, Tutors, Senior Tutors, Curriculum Team Managers and Directors on attendance and punctuality matters as required. Information for Teachers and Tutors is included in Appendices.
- **Tutors** by complying with attendance and punctuality reporting and data collection procedures. Also by following tutorial procedures with students regarding attendance and punctuality matters and complying with all related quality assurance procedures. Tutors will also maintain an active dialogue with students, parents/carers, Teachers, Senior Tutors, Curriculum Team Managers and Directors on attendance and punctuality matters as required.
- **Senior Tutors** in ensuring that all procedures are followed by Tutors and offering support, training and advice to Tutors. Also by ensuring that the student intervention and disciplinary procedures are followed consistently by Tutors in intervening with students causing concern in relation to attendance and/or punctuality.
- **Curriculum Team Managers** by ensuring that all procedures are followed by subject teams and offering support and advice to Teachers where needed. Also by ensuring that the student intervention and disciplinary procedures are followed consistently by teachers in intervening with students causing concern in relation to attendance and/or punctuality. Also by ensuring that student attendance and punctuality is discussed at team meetings and that reports and action plans are generated as part of quality assurance procedures
- **College Directors** by ensuring that all procedures are followed by Senior Tutors and Curriculum Team Managers in intervening with students causing concern in relation to attendance and/or punctuality.

- ***The Senior Management Team*** by monitoring attendance and punctuality patterns and action planning at team level as a fixed agenda item at SQR meetings and by agreeing a cycle of priorities for guidance and curriculum intervention over the academic year. Also by overseeing systems and allocating sufficient resources to ensure Student Track provides an effective attendance and punctuality monitoring system and that Student Services have capacity to maintain accurate attendance reporting.

APPENDIX

STUDENT ATTENDANCE AND PUNCTUALITY POLICY

Information for staff, students, parents and carers

Our expectation is that students attend and are punctual to all of their lessons, subject support and supervised study sessions

How attendance is recorded at Worthing College

A register must be taken for every lesson, subject support and supervised study session and the marks entered on the on-line register system. Teachers are required to complete all registers in the classroom during each session or if this is not possible by 4.30pm each day. Student attendance should be marked using one of the 3 marks available to teachers:

- / for present
- **O** for non-valid absence **or** if students arrive significantly later than the scheduled start (30 mins) or leave significantly earlier than the scheduled finish
- **L** for late (after teaching has started up to 30 mins)

Other register marks, entered by Student Services

- **X** for a session where a student is not required to attend, (for example where they have completed a unit of the course).
- **C** for a session that has not been held (for example if the College has been closed due to extreme weather).
- **N** for a session a teacher has requested not to be held (due to staff absence)
- **A** for a College related absence (for example for College related activities such as university open days, individual work experience, college production rehearsals, careers interviews or extra-curricular exams.)
- **S** for valid student notified absence. Illness, attendance at a funeral, driving tests, medical appointments.
- **H** for holiday.
- **T** for College trips, exams, group work experience and workshops/talks arranged by College staff.

What students should do about absences foreseen in advance

Students should collect an absence form from Student Services as soon as they become aware of the foreseen absence. This should be completed and returned to Student Services at least two working days before the absence in question. Students should arrange medical appointments and driving tests around their timetable so they do not miss lessons.

If the absence is for a valid reason, Student Services will mark the register with an S, A or T, depending on the reason for the absence.

What to do about College field trips, visits, exams and work experience

There is no need for students to complete an absence form. The register will be marked with a T. However, students should still, as a matter of courtesy, inform teachers in advance of these absences.

Holidays taken during term time

As we request that students do not make holiday plans during term time, holidays are not valid reasons for absence **under any circumstances**. Holidays will be marked with an **H**.

Unforeseen absence; what to do if students cannot attend College because of illness or any other unforeseen absence.

Students (or their parent/carer) should let the college know in advance of the lesson - by phone using the absence line (01903 275722) or by e-mail absence@worthing.ac.uk. This should be repeated for each day of absence. Absences which are not notified to Students Services in advance of the lesson will be marked with a O.

Unforeseen absence; what to do if students are taken ill during the day

Students must sign out at Student Services before they go home. The registers for any lessons missed for the remainder of that day will be marked with an S. Students should also get a message to teachers whose lessons they will miss that day.

Bursary payments

For the purposes of bursary payments all absences must be for valid reasons and the above processes followed or payment will be withheld.

Disability

If a student has a disability or long-term condition, health issue or impairment (physical, sensory, mental or behavioral) which may have an impact on attendance, it is important that they inform the college so that adjustments can be made where reasonable.

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