ABSENCE AND ATTENDANCE

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Where Approved	Senior Leadership Team	Covers	Students
Associated Documents		Learner Support Fund (Bursary)	

Contents

Introduction

Levels of attendance have a direct impact on the success of our Students. Students are more likely to complete and achieve their qualification if they attend classes regularly.

High expectations of attendance and punctuality will also be required by future employers. We need our staff to set and enforce, and our Students to comply with, high expectations of attendance.

Scope

The document primarily deals with absence and attendance of full time Students, including 16-18, elected home educated 14-16, EU and EEA Students.

a) The absence and attendance process strives to complement the Mission Statement and the Development Plan.

b) Where necessary, additional support mechanisms will be put in place to assist the student and to provide a network of support/advise contacts

Process/Procedure

Policies/forms related to this procedure:

- Absence reporting process
- Positive Behaviour Process

Associated policies:

- Bursary policy

Legislation associated with the procedure:

- Every child matters 2017 and Working Together to Safeguard children 2018
- Education white paper

1. Policy

The attendance target for Telford College is 95% across their study programme.

The aims of the policy are:
- To enable all absences to be fairly and consistently dealt with across the College
- To monitor and improve the attendance of all Students

This policy aims to ensure all Students engage in College activity commit to full and prompt attendance which will enhance their learning experience, develop their personal skills and promote retention, achievement, success and progression.

- Staff and Students should be aware of the requirements of outstanding College attendance (95%)
- Targets for student attendance rates should be set and monitored across all College provision
- The recording of College attendance will be through the agreed College system, registers will be taken in class promptly
- In order to reduce the amount of time Students are not in class, either from sickness or other reasons, there will be high expectations and consistent process to monitor, follow up and report on attendance

- Any un-notified student absence will be followed up by a member of college staff on the same day. Students will be expected to explain in person the reason for their absence
- There will be clear consequences for Students whose attendance falls below agreed levels
- For 16-18 year olds, attendance means attending every part of the study programme, English and maths, tutorials, enrichment, and work experience
- Bursary funds are provided to enable Students to access their college course so it follows that if they are not present they will not receive bursary fund for that day
- The College may involve Parents/Guardians in enforcing this policy; this will not apply to Higher Education (HE) Students or 19+ Students , unless involving a student identified as a vulnerable adult

2. Monitoring and Evaluation

- The College Senior Leadership Team (SLT) will monitor the operations policy by receiving reports on Students attendance
- Each department will also receive monthly reports which are monitored at the Performance Review meetings
- Progress Coaches are responsible for phoning every non attending student daily, with actions and responses recorded on the college system

3. Students' Entitlement

Students are entitled to the best opportunities to be successful in their studies, including:
    a) Lessons start and end promptly;
    b) Staff cover, or appropriate work, in case of staff absence (wherever possible);
    c) Advanced warning of unavoidable changes or cancellations of classes (wherever possible);
    d) Contact from the College where there is concern regarding progress being affected by attendance and or punctuality issues;
    e) Guidance and or support from the College, where possible, when a need is identified in order to assist overcoming attendance and or punctuality issues.

4. Responsibilities

a. Students' Responsibilities

Telford College requires Students to attend **all** classes punctually according to their signed learning agreement and course timetable. Student should not knowingly miss a class for anything other than illness or exceptional circumstances. If Students need to miss a class, they, or someone acting on their behalf, should:

    a) Inform College in advance, of any planned absence (e.g. for a Doctor's or Dentist appointment)
    b) Contact the College as soon as possible, to explain an unplanned absence. This can be done via email: absence@telfordcollege.ac.uk or by leaving a message on the college absence line 01952 642244
    c) Unacceptable attendance and or punctuality may affect continued enrolment, examination entry or other concessions
    d) Not take on work commitments that clash with time at College; any absence for work will be treated as unauthorised
    e) Telford College requires HE Students to attend all classes punctually; they are further governed by Awarding Body regulations

b. Teaching Staff Responsibilities

a) Teaching staff communicate clearly the College's high expectations: Students are expected to be present 100% of classes and to arrive before the start of class and ready to work. This should be explained during the Students induction to College

b) Ensure that class attendance is enhanced by good practice in teaching and learning. This may include a variety of activities that engage Students in challenging and interesting tasks, use of variety of teaching styles and formative assessment and feedback

c) Consistently reinforce the message that poor attendance or punctuality is not acceptable.

d) Inform and liaise with relevant staff (e.g. Personal Tutor/ Progress Coach/ Leaner Manager) if attendance or punctuality becomes as issue

e) Accurately and fully complete each class register at the start of the lesson

f) Help support Students' return to College as appropriate

g) Start and finish classes on time

c. College Personal Tutors'/ Progress Coaches

a) Keep other teaching staff informed of issues and actions relating to student's attendance and punctuality

b) Contact Students for whom attendance has been identified as a cause for concern, ascertaining, challenging and supporting Students' absence reasons

c) Where appropriate contact Parents/Guardians to request supporting and improving attendance for their dependant

d) Initiate Disciplinary Policy if attendance is not in line with College expectations

e) Monitor and report on Students' attendance and punctuality, with the help of teaching and support staff

f) Report unresolved issues concerning attendance and punctuality to Line Managers

g) Ensure records regarding Students' attendance are up-to-date

d. Administrator Responsibilities

a) Ensure College absence email and voicemail system are checked and recorded on a daily basis

b) Liaise with relevant staff, such as Progress Coaches, Lead Tutors, Learner Managers, and set up appointments where appropriate

c) To withdraw payment of grants or payments in kind if Students are not meeting College attendance expectations.

e. College Responsibilities

a) Ensure that Students who are behind with their course work and require extra help are given individual attention or referred to a Progress Coach and/or Learning Support as appropriate

b) Through the management structure ensure all staff are aware of the Attendance Policy and associated procedures

c) Within the Induction and Tutorial system Students are aware the College expects every lesson to be attended

d) Provide suitable methods of collating attendance information via the College Student Record System

e) Make available reports for use by Staff, Students and Parents which details attendance

In interpreting this policy the decision of the College is final. The College may amend this policy at any time or depart from it depending on the circumstances of the case.