



Attendance & Punctuality Policy and Protocols

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A Rationale of the Policy

A.1 Attendance at lessons is crucial in supporting students to their highest possible achievement. There is a direct correlation between good attendance and student success rates, whilst poor attendance and poor punctuality disadvantages students. Achieving punctual attendance is part of the College culture and is a key skill that employers look for.

A.2 Attendance and punctuality are closely monitored. Students with good attendance and punctuality will be praised, whilst appropriate actions will be taken with students with poor attendance, or poor punctuality.

A.3 During a lesson, teachers will make two register marks for each morning and afternoon session in the block timetable.

A.4 This policy sets out the College-wide protocols for recording, measuring, monitoring and improving attendance and punctuality. New staff and students will be introduced to the policy and protocols when they start at the College. Existing staff will be reminded of the policy and protocols at the start of each academic year.

B Expectations regarding Attendance and Punctuality

B.1 Attendance

B.1.1 Students are expected to attend all lessons, arriving at the times designated on their timetable, and fully prepared to begin work at the start of the lesson. Students should not make routine appointments (e.g. dentist, doctor or optician) during College time.

B.1.2 Persistent poor attendance, without valid reason, or poor punctuality will be treated as a disciplinary issue.

B.2 Punctuality

All students are expected to be on time for lessons. If an unavoidable lateness arises, the following procedure applies:

- student should knock once and wait; he/she will be allowed in at a convenient point so that the learning of the rest of the class is not affected;

- student should be prepared to start work as soon as he/she is admitted to the classroom;
- student should be directed to a specific seat and given an appropriate task;
- student will be asked to complete a Late Slip to record the reason for absence.

C Student Absence

C.1 All students should endeavour to attend all lessons and other directed commitments. If an unavoidable absence arises, the following procedure applies:

- Either the student or parent should inform the College on the first day of absence via Tyber giving the reason and an indication of the length of absence. If the student or parent is unable to access Tyber, they should contact the College on 0121 709 7808 giving details of absence;
- For unavoidable appointments during the College day, written confirmation must be provided to the Academic Coach;
- If a student leaves the College premises for any reason, (e.g. feeling unwell) he/she must sign out on Tyber, or tell College reception.

C.2 Challenging the reason for absence

C.2.1 The College may challenge the reasons for absence or seek additional evidence if there are concerns regarding attendance. Medical evidence may be requested when:

- attendance is less than 85%;
- there are frequent odd days absence due to reported illness;
- there is a pattern of non-attendance, (the same lessons or days are missed regularly);
- the same reasons for absence are frequently repeated.

C.2.2 Where there is a particular medical problem, the College will need evidence to agree the best way forward. Medical letters and notes may be scanned into Tyber private notes. In serious cases the Fitness to Study Policy may be used to determine the best course of action.

D Monitoring and Reporting Attendance

D.1 Daily

Teachers have prime responsibility for attendance of students in their classes and will note: missed lessons, poor attendance and patterns of non-attendance. Students will be challenged about non-attendance and poor punctuality (see Actions to Improve Attendance section). Academic Coaches also monitor student attendance and non-attendance across all a student's subjects and poor attendance or poor punctuality will be challenged.

D.2 Weekly

Summaries of register data will be circulated each week:

- Reminders of unmarked registers will be sent to Curriculum Leaders and Assistant Principals. Staff are expected to complete them within two working days;
- Lists of students whose attendance was below 75% in the previous week will be sent to Academic Coaches and Assistant Principals. These will be monitored at the weekly meeting and appropriate actions agreed;
- Lists of students whose cumulative attendance during the previous four teaching weeks is below 85% will be sent to Academic Coaches and Assistant Principals weekly, starting after the fourth week of teaching. These will be monitored at the weekly meeting and appropriate actions agreed;
- Lists of classes with low attendance during the previous week will be sent to Curriculum Leaders and Assistant Principals. These will be monitored at the weekly meeting and appropriate actions agreed.

D.3 Monthly

The monthly data booklet is circulated to College Leadership Team, Assistant Principals and Curriculum Leaders.

D.4 Half-termly

Automatically generated letters/emails will be sent to parents when student attendance falls below 85% during a half term period.

D.5 Annually

Two reports analysing attendance (by month, course type, gender and ethnicity) are produced in March and September for CLT and governors.

E Actions to improve Attendance

E.1 Class teachers have prime responsibility for monitoring attendance and challenging non-attendance of students in their classes:

- If a student has poor attendance or punctuality the teacher should verbally challenge and reprimand him/her;
- A teacher should not post more than two concerns about attendance or punctuality without moving to the student commitment process;
- Teachers may contact home;
- Where a student still fails to improve attendance or timekeeping, the next step of the student commitment process should be triggered. The teacher should liaise with the Academic Coach and the Curriculum Leader.

E.1.1 Contacting home

During the first two weeks of teaching, any Year 12 student missing a lesson will be phoned at home. In the first two weeks the phone calls to Year 12 students will be made centrally. After this the responsibility for phoning

passes to the class teacher, or where there are concerns across subjects, the Academic Coach.

E.1.2 Returning after an absence

When a student has been absent for over one week, the Academic Coach should conduct a return to College interview and record the key points and agreed outcomes on Tyber.

E.2 Rewarding good attendance

- Students who achieve 100% attendance during a term will receive an Attendance Certificate
- Students who achieve 100% attendance during two terms, ie autumn and spring terms in any one year, will receive an Attendance Certificate and will be awarded a Commendation from the Principal.



ATTENDANCE & PUNCTUALITY PROTOCOL

Notes on Register Marks

The only marks that should appear on registers are as follows:

Mark	Meaning
/	Student present in class
R	Student/parent has reported the absence on Tyber. This mark can also be inserted by Central Admin if the student/parent telephones College.
O	Student not in class. If the student has already reported the absence on Tyber you will see the R already in place – please do not overwrite with O
L	Student arrived late in class. Please note that times on the timetable should be interpreted as the start times of lessons. For example, period 3 runs from 11.20 to 12.30, and 11.20 is the start of period 3 and not the end of period 2. “L” should mean the student arrives more than five minutes after the start time, though inevitably staff will need to use their judgement on this.
V	Student arrived more than 15 minutes late
X	<p>Student was not in class, but was on a College organised activity or had been told or given permission by the College to not attend. This should be used when, for example, the student:</p> <ul style="list-style-type: none">• is on a field trip or other arranged activity out of College• is on a university interview (NB this only applies to occasions when the student is invited to the university. If a student chooses to go to an open day so that they can investigate their options before completing the UCAS form, this is absence O or R)• is taking an exam• is taking part in an agreed religious festival• is not required in a particular lesson, eg because the lesson is devoted to one-to-one support for completion of portfolios• has completed the course, eg where a year 13 student has been doing an AS course and does not return after the exams at the end of the summer term• has been temporarily excluded from College. <p>Clearly you can only use this mark if you have been properly informed, although you can amend the register later if you need to. It is the student’s responsibility to ensure that the Central Administration Office and their teachers are properly informed.</p>

In addition, you will see a number of other marks appearing on registers, but these will only be inserted by MIS, Student Finance, or Central Administration Office staff.

N	Student has transferred into the class. This should be inserted by MIS for lessons prior to the transfer date.
T	Student has transferred to another class on the same course or to another course. This will be inserted by MIS.
C	Student has completed the course and the class. This will be inserted by MIS.
W	Student has withdrawn from the course and the class. This will be inserted by MIS.
-	Lesson did not take place. This would be used on staff training days, or when the College closes early at the end of term, or starts late after Open Day. In these cases, the mark will be entered on all registers centrally.

No other marks should appear on registers!



ATTENDANCE & PUNCTUALITY PROTOCOL Student Lateness Policy

- **You are late if the lesson has already started** and the door is closed
- Knock **ONCE** and wait. The teacher will let you in at a convenient point so that the learning of the rest of the class is not affected.
- Get your books, folder and pens ready whilst you are waiting to be seen.
- Sit where the teacher **directs** you to sit which is likely to be at a seat close to the door.
- You will be asked to complete a **Late Slip** to record the reason for the absence. Please note the time of your arrival is the time you were **allowed** into the room. If you had arrived on time you would not have been asked to wait and the arrival time reflects the work you have missed
- If group work has started you may be expected to work alone and given a different task to do
- You will be expected to work independently to catch up on any work missed
- Poor punctuality (3 lateness slips) will result in **Commitment Interview.**

LATENESS SLIP

Date	
Your Name	
Name of your academic coach	
Lesson (subject)	
Lesson start time	
Your arrival time	
Reason for lateness	
Signed: Student	
Signed: Teacher	

LATENESS SLIP

Date	
Your Name	
Name of your academic coach	
Lesson (subject)	
Lesson start time	
Your arrival time	
Reason for lateness	
Signed: Student	
Signed: Teacher	

LATENESS SLIP

Date	
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Lesson start time	
Your arrival time	
Reason for lateness	
Signed: Student	
Signed: Teacher	