



## **Attendance Policy and Procedures**

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**VERSION** 1

## 1 **PURPOSE INTRODUCTION**

**Calderdale College and its employed staff, have a legal obligation to ensure that they maintain accurate and complete records of attendance. Registers are a legal record of a person's attendance and staff must enter this record accurately during each timetabled session.**

This Policy applies to all learners at Calderdale College.

It is acknowledged that the following factors contribute to improving learners' retention and achievement:

- Setting high expectations and standards for attendance and punctuality from the start of the learner's programme.
- Learners knowing their own attendance levels with regular review and monitoring by the College
- Identifying, supporting and referring 'at risk' learners to Learner Services as soon as warning signs appear.
- Having a well-known and coherent infrastructure of support in place including tutorials, additional learning support and internal and external welfare support.
- Delivering well-structured and managed course programmes, integrating 1:1 progress reviews, group tutorials, additional learning support, the development of ILPs and enrichment activities.
- Having a clear and fair Student Code of Conduct and Disciplinary Process, which incorporate robust systems for monitoring attendance and punctuality, following up absences promptly and firmly and consistently applying appropriate rewards systems.

## **2. Purpose**

This policy outlines the College's system for recording and monitoring attendance and punctuality and clarifies the principles underpinning this system. It should be read in conjunction with the College's Student Code of Conduct.

As retention, achievement and learner attendance are inextricably linked, the College expects all Learners to attend all planned and programmed sessions included within their learning programme. The components of a programme may include theory and practical sessions, tutorials, GCSE, Functional Skills classes, work placements, work-related learning and timetabled non-accredited learning.

Learners are required to make a commitment to attend all components of their programme at the start of their course (the 'Learning Agreement').

The College will apply consistent and rigorous procedures to monitor learner attendance and will offer appropriate support to enable learners to comply with the College and course attendance targets.

The session register is the formal auditable document used by the College to record attendance and punctuality. The College will ensure that this record is consistently marked and accurate. The person responsible for delivering each session must complete a register for every timetabled session.

**Failure to mark registers accurately in a timely manner or not at all results in:**

- Inaccurate attendance data
- Not identifying 'at risk' learners soon enough
- Wrongly chasing learners who are in attendance
- Wrongly contacting parents/carers/employers for learners who are in attendance
- Bursary payments not being paid
- Benefit payments not being paid
- Legal obligations linked to Police/Safeguarding enquiries where learner attendance is used as evidence compromised.

Learners who fail to respond positively to attendance monitoring will be deemed to have breached the College's Code of Success and ultimately, risk being removed from their programme of study at the College.

## 2 SCOPE

## 3 DETAILS OF POLICY

### 3.1 The principles underpinning the attendance and punctuality policy:

All sessions are planned to maximise the development of each learner and prepare each learner for success in terms of the end qualification(s), progression and employability. Each session is an essential part of the learning programme and to miss any of them, or any part of them, will undermine the effectiveness of the programme and have a negative effect on learner achievement and attainment.

### 3.2 Attendance Marks

Mark	Positive or Negative	Description
/	+ve	Present. Learner present in the timetabled class at the expected start time.
L	+ve	Late. Learner present in the timetabled class but arrives after the expected start time.
N	+ve	Not Required. Learner is not present in the timetabled session but is positively engaged in learning elsewhere. See Appendix A for further detail.
A	Neutral	Authorised Absent. Learner absent from session with good reason. See Appendix A for further detail
O	-ve	Unauthorised Absent. Learner absent without good reason. See Appendix A for further detail.
Si	-ve	Sick. Learner is absent as they are unwell. See Appendix A for further detail.
E	+ve	Work Experience. Learner is attending work experience in place of the timetabled session.
T	Neutral	Transferred. Learner has transferred to another programme within the College.

### 3.3 Attendance and Punctuality Procedures and Guidelines for staff

#### 3.3.1 Programme timetables

Programme timetable will be established prior to the start of a programme to facilitate the production and use of registers as soon as the programme begins. Subsequent timetable changes will be minimised and recorded in the standard way to ensure that registers are always up to date. In the event of a timetable change the 'old' register must be closed in a timely manner.

#### 3.3.2 Marking of Registers

All curriculum and support staff are required to mark and keep up to date registers. Non-compliance with these procedures will be taken seriously by the College. It is the responsibility of the Curriculum

Managers to ensure that all Tutors/Assessors are made aware of register marks and trained in the use of the electronic register system.

The person delivering the session should complete a register at the start of each session.

In circumstances where the scheduled Tutor/Assessor is absent the 'stand in' Tutor has the responsibility for ensuring a paper register is completed and passed to the relevant ACM for entry.

In circumstances where access to the electronic register is not possible, the tutor will use a temporary paper register and transfer the information to the electronic record by the end of the day.

In circumstances where a class is cancelled (snow, flood), the Data Services team will be responsible for updating all registers with X – class cancelled.

### 3.3.3 Responding to Learner Absence and Lateness

The person responsible for delivering the session will always challenge absence or lateness.

For Study Programme learners, any absence will be followed-up by the end of the day by the Progress Coach. Learners will be expected to explain the reason for absence, and authorisation for absence will be limited to specific situations. *Appendix A*.

The member of staff responsible for the learner (Tutor/Progress Coach/Training Officer) must agree authorised absences and place a note on ProMonitor to confirm that the learner's absence on a given day(s) is authorised. This is to ensure that there are agreed and thorough procedures for tracking authorised absences, which support and encourage learner accountability for attendance.

Parents/guardians/carers of learners under the age of 18 will be informed of the absence of their son/daughter/ward if the initial absence report was received directly from the learner. Learners under the age of 18 are classed as children and as such, the College has a safeguarding obligation to them, including the duty to report if they are missing from education. The Progress Coach responsible for the absent learner will make these reports to parents/guardians/carers.

### 3.3.4 Learners 'at-risk' through poor attendance

Learners who place their education at risk through poor attendance will be dealt with on an individual basis by the relevant ACM. It may be appropriate to refer a learner to Learner Services for support and guidance to improve their attendance. It may also be appropriate to invoke the disciplinary process and place a learner on a contract for improved behaviour. In this instance, the Learner Disciplinary Policy should be followed.

A learner who has excessive absence and who has not responded to positive intervention through the learner intervention and referral process will be withdrawn, subject to authorisation by the Assistant Principal Further Education. They then must be referred to Learner Services for IAG as to their next steps.

### 3.3.5 Learner absence reporting

All absence must be reported through the absence reporting phone lines:

- 01422 399329
- 01422 399330
- 01422 399327

### 3.3.6 Learners who have difficulty maintaining regular attendance and punctuality due to a medical condition or disability

Learners who report a medical condition (both short or long term) or disability that is likely to impact on regular and/or punctual attendance should be treated with sensitivity appropriate to their individual circumstances and may not be able to achieve the College attendance targets.

In these circumstances, a note should be placed on the learner's ProMonitor record to indicate their Authorised Absence. Details of their medical condition should be held locally with the relevant Course Team and ACM. The Progress Coach/Course Tutor should communicate information to relevant staff who work with the learner as to the adjustments required including risk assessments.

#### 4 MONITORING

#### 5 RELATED POLICIES/PROCEDURES/DOCUMENTS

#### 6 POLICY REVIEW

Change(s) Made		Reason for Change			
Review Date	Reviewed by:	Initial Approval by:	Final Approval by:	Next Review Date:	Review Period
Jun 2019	Assistant Principal Quality and Learner Services	Policies and Procedures Committee	Policies and Procedures Committee	Jun 2021	2 Years

#### 7 EQUALITY IMPACT ASSESSMENT

First Assessment Conducted by:	Date:	Final/Approved Assessment Conducted by:	Date:
Angela Harrison – Quality Administrator	29.08.2019	Angela Harrison – Quality Administrator	29.08.2019

#### 8 PUBLICATION

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