

Title: Attendance Policy

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1. Enrolment Policy
2. Student Code of Conduct
3. Fitness to Study
4. Disciplinary Policy

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1. Introduction

This framework sets out the policy which applies to all learners of Thomas Rotherham College in relation to attendance and attendance monitoring.

2. Policy Statement

- Attendance and punctuality are fundamental to a young person's ability to benefit fully from the opportunities provided by college.
- There is a clear link between good attendance and academic achievement as well as enabling the development of social, emotional, personal and work skills.

3. Aims and Targets

- To encourage all students to attend the college and achieve their maximum potential.
- To monitor individual and whole college attendance and measure against agreed targets.
- To ensure that students and their parents understand and support the procedures in place to record and monitor attendance.
- To ensure that all staff and members of the Corporation understand and support the policy.

4. What the college expects of its students

- Maintain full attendance.
- Co-operate with attendance monitoring and reporting.
- Inform Student Services if there are issues which might prevent attendance.
- Arrange non-urgent (dental, doctors, personal) appointments out of college hours.
- Arrange holidays out of term time.
- A student who leaves college before the end of his/her timetabled lessons (for example due to illness) must inform Student Services and sign out before leaving the building.

5. The Role of Parents

- Report all absence to Student Services before the start of class on the first day stating a possible return date.
- Update Student Services if absence continues beyond the return date.
- Contact Student Services if there are any issues that might prevent attendance.
- Arrange holidays out of term time. If this is unavoidable a Request for Unauthorised Absence should be completed and returned to Student Services. All holidays are recorded as unauthorised absence.
- Students having holidays/absence of 10 consecutive college days will have to attend a re-engagement interview to establish whether or not he/she can continue at college.

6. The Role of the College

- Encourage good attendance.
- Ensure regular, efficient recording and monitoring of attendance and punctuality by all teaching staff.
- Ensure timely contact is made with parents via the texting system where a student is absent without good reason.
- Teaching staff to ring home following three consecutive absences in a subject. If contact fails, teaching staff must insert H mark into register to alert the Attendance Officer.
- Attendance Officer to investigate absence following H mark in a register.
- Provide, via CIS, attendance information for Heads of Department in-line with departmental performance monitoring dates.

7. Responding to poor attendance

- We expect all students to attain a minimum of 90% attendance during the academic year. (This allows for genuine illness)
- Reasonable adjustments are made to this target for students with significant health issues (see Fitness to Study procedures)
- In the absence of parental response to frequent texts the Attendance Officer will attempt to contact via telephone and, if unsuccessful, letter, and report the outcome to pastoral managers.
- The Attendance Officer monitors attendance figures and absence information on a regular basis. Where a worrying trend is identified relevant staff, Progress Tutors or pastoral managers are informed.
- Attendance data is reviewed by senior managers at departmental performance monitoring meetings.
- Repeated or persistent absence will be considered a breach of the Student Code of Conduct and the College disciplinary procedures will be followed.
- Attendance is a key factor in deciding whether students have qualified for a further course at the college, or are able to progress on to the second year of a course.
- Any student who is absent from College for 10 consecutive college days will be required to attend a re-engagement interview in order to establish whether or not he/she can continue at College.

8. Tutorial and PUDS

Tutorial and PUDS

- Attendance at Tutorial and PUDS sessions is compulsory for all students and forms part of the College Learning Agreement signed by the student at enrolment.

CLASS

- Students referred to additional learning support must attend scheduled sessions.

Work Placement

- Where Work Placement is a compulsory part of the course students must attend all sessions and notify both college and the placement provider if they are unable to attend for any reason.

9. Collecting and analysing data

- Official college attendance is registered by the college computerised attendance system which provides the official record of attendance given on all progress reports and references for higher or further education and employment.
- In order that attendance remains high profile attendance data is displayed on Moodle and MyDay, viewable by students, and parents (via student access).
- Data is available on SharePoint and Gradebook so that staff are able to monitor whole college, subject and individual attendance, evaluate the college's performance and strategies and inform future policies and strategies.