

SECTION	Student
POLICY	Attendance
DATE OF CREATION	
VERSION	
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1.0 Purpose

To ensure all teaching staff are aware of their responsibilities regarding student attendance.

2.0 Policy Statement

- Students are expected to have 100% attendance records
- The prime responsibility for taking action with poor attendees rests with the tutor, Course Leaders and Leadership Team
- All absences should be challenged by Subject Tutors
- The Foundation provides a Student Attendance Support [SAS] system by:-
 - Identifying students 'at risk' on entry [based on information from schools]
 - Monitoring all student attendance records at regular intervals
 - Supporting tutor's in taking action in pursuing non-attendance with telephone calls and/or letters home
 - Monitoring effective and prompt action to promote consistency across the Foundation.
- There are no quantitative levels of absence that invite particular levels of action. Tutors should take immediate action when they believe or suspect a student's academic progress is being hampered by non-attendance. Tutors will have to use their professional judgement in considering mitigating circumstances such as domestic problems.
- Persistent non-attendance may lead directly to the invoking of a cause for concern in line with the Student Behavioural Policy and Code of Conduct.

3.0 Procedures

Tutors can establish a pattern of non-attendance by:

- The use of e-mail reporting
- The use of regular attendance reports from the Pro Solution based class registers.

Suspicion of non-attendance can lead tutors to request an up-to-date printout of a student's attendance.

Leading to the following actions:

- A quiet word
- A stronger word stressing consequences
- A phone call/letter to parents/student and or the various ensuing stages of the disciplinary procedure.

4.0

Strategies

Tutor:-

- Takes absence messages and records them on the Foundation absence board
- Monitors absences in electronic registers matching them with the absence messages taken and marking the register if a message has been received
- Telephones absent students
- Informs Principal/Leadership Team when a student is giving cause for concern eg has been absent for 3 days, has not attended a particular lesson for 2 weeks
- Monitors the attendance of 'at risk' student
- Takes follow-up action as per instructions from the Principal/Leadership Team eg telephone call, letters home.

Attendance on College trips:-

- Any non-attendees will be dealt with as above.
- On all trips appropriate staffing ratios will be considered and adhered to.
- In all cases, an extra staff member shall be available to resolve any issues arising from a student being unable to return on the provided travel.
- Therefore, should a student refuse to, or be unable to, take the bus home for any reason (e.g. medical) a contingency is in place – in either situation parents/guardians would be immediately informed.
- For College trips with a large number of students a staff car is taken alongside the bus.
- The Safeguarding policy would support/supersede this in all cases.

5.0

In Conclusion

- No one system is foolproof hence the plurality of approaches
- Judgements must be made based on personal circumstances
- Advice can be sought from the SLT on what action is appropriate at particular times
- Through Student Services a file of problem attendees may be established and action monitored
- The key principle is to take early action and involve parents at an early stage.

