ATTENDANCE & PUNCTUALITY POLICY

Contents

1. Purpose

- To highlight and ensure that all students understand the importance of attending and engaging with all lessons and learning opportunities, including work experience/placement as required by their course.
- Where applicable, students understand that professional bodies or awarding bodies may have different requirements for attendance and that failing to meet these requirements could mean they will fail aspects of their course.
- To highlight and ensure that all students understand that failure to attend a lesson or learning opportunity disadvantages them and can negatively impact on academic success.
- To understand the responsibility of students to attend where group work and collaborative learning is taking place and the negative impact non-attendance makes to other students.
- To ensure the register system is used for all sessions or activity to record all student attendance on the day of attendance.
- To independently monitor the completion of registers each term.

1. Outcomes

- Increase attendance.
- Increase the number of students who are retained on their programme of study.
- Increase achievement.
- Increase the number of students who progress onto the next stage or level of study.
- Ensure students have ownership of their own learning and achievements.

2. Definition

Attendance - means being physically present at the session or learning opportunity, arriving on time and staying for the duration of the session and accessing sessions remotely where this is planned on the course timetable.

3. Context

It is acknowledged that the following factors contribute to improving students' attendance, motivation, and retention.

- Identifying and supporting 'at risk' students as soon as warning signs appear.
- Having a well-known and coherent infrastructure of support in place including both group and 1:1 tutorial, additional learning support and internal and external welfare support.
- Lessons should be interesting, engaging, interactive where possible and fun. Students should want to attend sessions and understand that if they do not, they will miss vital content towards their qualification.
- Developing a whole college approach to monitoring and challenging attendance with all elements of the programme of study including English, Maths and Personal Social Development (PSD) sessions.

Expectations of Students

Students will:-

- Attend all timetabled or booked learning activities including PSD sessions, English and Maths (where applicable). This includes physical attendance for sessions at college sites and remote attendance where engagement and delivery for timetable sessions is planned to be on-line (unless prior arrangement has been made with their Course

Lecturer/Tutor).

- Arrive on time and stay for the duration of the session.
- If a student wishes an absence to be recorded as 'authorised' they must inform their Course Lecturer/Tutor prior to the event and provide the evidence indicated in Appendix 3.
- Participate and engage with all learning activities as directed by staff member.
- Engage with the learning objectives and schedule of the programme, including submitting work on time.
- Communicate concerns or issues they have regarding any learning activities via their Curriculum Tutor.
- Take part in unit/module and course evaluations, to enable positive reflection to take place.
- Highlight any learning needs they have to their Course Lecturer at the start of each academic year.
- Use the Learning Resource Centres (LRC) to further support their studies, asking LRC staff for support as needed.
- Where non-attendance at college is unavoidable, the student must call the absence line before their start time. Attendance would not be expected to fall below 95% for any unit/module.
- Where absence is unavoidable for work experience/placement the student must call the absence line before their start time. The register for that absence will be populated with an 'R' to show that they have reported their absence. This notification will be noted on the daily absence report which will be made available to the Placement Officers and Curriculum Tutors, so they are aware of the absence. It is expected any missed hours will be made up at the first opportunity, in negotiation with the Work Placement Team.
- It is the student's responsibility to ensure all missed work, due to absence from a lecture or learning opportunity, is covered and understood at the first opportunity.

Expectations of the College

- To ensure the accurate marking of registers, this is a contractual requirement for all teaching staff and non-compliance with these procedures will be taken seriously. It is the responsibility of the Head of Faculty to ensure all lecturers are made aware of the register marking codes and trained in the use of the electronic register system. **See Appendix 3** for register marking codes.
- The College, via the Curriculum tutor and course teams, will monitor attendance using the College electronic system.
- Lateness will always be challenged by all staff and a learner comment recorded on Pro-Monitor.
- For students in receipt of 16-19 Bursary / 19+ Bursary / Advanced Learning Loan Bursary the Curriculum Tutor will ensure that if the absence is to be recorded as 'authorised' that they submit the relevant evidence which is indicated in **Appendix 1** prior to the event. **(Appendix 2** details what is considered as 'unauthorised absence' for clarification).
- Curriculum Tutors will identify students who have fallen below the college targets and will take appropriate action. This may include: discussing the concerns with the student, setting SMART targets linked to attendance and punctuality within Pro-Monitor and for students under 18, or up to 24 where an EHCP in in place, communicating concerns to parents/carers.
- Staff will ensure any absences of a student identified as Looked After or at the request of the Campus Safeguarding Leads are reported in a timely manner. This is to prevent any delay in implementing the appropriate action to support these students.
- In the event of the student not contacting the College to report absence it is the responsibility of the Curriculum Tutor (Full-time students), Assessor (WBL students) or subject teacher (Part-time students) to ensure that a student is contacted in line with college priorities using the Daily Absence Report to investigate the reason for absence and the likely return date.

- Curriculum Tutors will provide relevant support and guidance to students with issues regarding attendance and engagement; safeguarding concerns should be raised on the colleges safeguarding database to enable the safeguarding team to review and take any appropriate action to support the student which may include a referral to an internal or external support network.
- Programme timetables 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 coordinated via MIS to ensure that registers are always up to date.
- All session registers should be completed during or immediately after each session. In circumstances where, by virtue of the activity being undertaken, this is not practicable registers will be completed by the end of that day.
- In circumstances where the scheduled lecturer is absent the substitute lecturer has the responsibility for ensuring the register is completed before the end of the working day. In exceptional circumstances, where there is no substitute lecturer or supervisor, then the class will be cancelled, and the register marked with the 'cancelled class' mark **(X)**
- In circumstances where access to the electronic register is not possible the lecturer will use a temporary paper register and transfer the information to the electronic record by the end of the day.
- Data collected regarding attendance will be stored and used in compliance with the Data Protection Act. Please refer to the College's Data Protection Policy for further information.
- Registers are a formal auditable document used by the College to record attendance and punctuality. The College will ensure this record is consistently marked and accurate.

N.B. Should a student become unwell whilst at College and they wish to go home (under 18 or up to 24 where an EHCP is in place), they must not leave college until there is an agreement made with their parent/carer and arrangements made for transportation. For Pre-16 students the 14-16 School Link Mentor must be informed so they can inform the school of the action taken.

Attendance

For cases of persistent non-attendance or late arrival to sessions the Curriculum Tutor will consider a meeting with the student and/or parents to discuss these concerns. Setting SMART targets and reviewing these regularly will support the student. However, before such action is taken consideration should be made about the personal circumstances, mental health, or educational needs of the student. Inclusion & Support should be contacted if a student has an EHCP in place. *If there are any special or mitigating circumstances referral of that student should be made to the Campus Safeguarding Lead.*

See Appendix 4 – Attendance ABC flowchart.

4. Associated Documents

This policy should be read in conjunction with:

Positive Behaviour Policy
Student Handbook.

5. Equality Impact Assessment

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a

legitimate aim.

6. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

7. Policy Review and Ownership

This policy and procedure are owned by the Head of Safeguarding It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness.

8. Amendments Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	13/12/2021	Approved by SLT	Jo Kelly
V1.1	31/01/23	Changes to job title(s)	Jo Kelly

Appendix 1- 16-19 Bursary / 19+ Bursary / 23+ Advanced Learning Loan Bursary Authorised Absence

If a student wishes an absence to be recorded as 'authorised they must inform their Tutor/Course Lecturer prior to the event and provide the evidence indicated in the table below.

Reasons for Authorised Absence	Evidence required
A planned medical appointment	Appointment card or letter
A special religious holiday	Letter from parent/carer or student (if living apart from parent or guardian)
A university/college open day or university/college/careers or job interview	Letter from parent/carer, university or employer or Careers Adviser
Work experience that is an integral and agreed part of a course	Appropriate written evidence for the reason of absence
An emergency needs to look after a family member or other person for whom the student has a caring responsibility	Letter from parent/carer or relevant social service. Curriculum Tutor authorisation
Attendance at a probation meeting	Appointment letter
Participation in a Community-Campus activity, including representing the course or college in inspections/agreed student involvement events and sporting activities	Curriculum Tutor authorisation
Bereavement and attendance at a funeral of a close relative or friend	Parent/carer/Social Services letter
Severe disruption to transport (strike action/severe weather/serious road accident)	Confirmation from Student Services
Driving test	Appointment card/letter
Jury service	Notification letter
Severe weather conditions that cause the closure of the college or recommendation that students from certain regions do not travel to the college	Positive instruction – e.g., 'Salisbury Campus closed due to snow, timetable will run as normal via Teams.'

Appendix 2 Unauthorised Absence (consider the description of absences –

authorised/unauthorised)

Unauthorised Absence reasons -the College does not authorise absence for the following reasons
Sickness
Periods during which a student is suspended from college under the College's disciplinary procedure
Holidays
Part-time or full-time work which is not part of the student's course
Leisure activities
Birthdays or similar celebrations
Non-essential child-minding or looking after people for whom the student is not identified as a carer
Shopping
Driving lessons
Medical appointments which can be arranged outside the scheduled programme timetable
*if you are unsure whether an absence should be authorised or not please discuss with your line manager.

Appendix 3 - Register Marks (copy of MIS Register Marking Instructions)

/	Present	This is used when a student arrives on time for a lesson
0	Absent	This is used when a student is absent from the classroom for the duration of the lesson without authorisation e.g., illness – this will affect bursary payments
P	Placement/work experience	This is only to be used when a student is out on placement/work experience
L	Late	Used when a student arrives late for a lesson; tutors should follow college policy
M	Left Early	This is used when a student leaves a lesson early or does not come back to lesson after a break; tutors should follow college policy
A	Authorised Absence	This mark is to be used for students where an absence is authorised for reasons in the list below: • Planned Medical Appointment • Specialist Religious Holiday • University Open Day or Interview • Careers or Job Interview • Probation Meeting • Student Life Activities • Bereavement/Funeral • Disruption to Transport • Driving Test • Jury Service • Severe Weather Conditions • Exam • ESOL Agreed Absence for Shift Pattern • Suspended • Trip • Sickness/Injury • Working from Home/Distance Learning • Placement/Work Experience • Home Office Meeting • Family Commitments
C	Course complete	This mark is used when a student has completed the course earlier than planned and is therefore no longer required to attend the lesson. Such circumstances should be agreed by the Head of Faculty and Director of MIS.
I	Injury/Sickness	This mark is used when a student is absent for a long period due to an injury or sickness, stopping them from attending their lessons.
T	Transferred	This mark is used when a student is no longer required to attend the lesson. This may be because they now attend an alternative session or they have been transferred off the course.
W	Withdrawn	This mark is used when the student has been withdrawn from the course.
E	Exam	This marks is used when the student is attending an exam scheduled at the same time as the register session.
X	Class Cancelled	This mark is used when the class has been cancelled by the lecturer/tutor.

R	Recorded Absence	This mark is used when the college has been notified of the student's absence e.g., parent has rung to make us aware the student is unwell.
G	Trip	This mark is used when the student has not been able to attend as they are on a trip organised by the college.
Z	Self-Isolating	This mark is used when the student is self-isolating due to Covid-19.

Appendix 4 - Attendance Concern Flow Chart

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┌─────────────────────────────────────────┐
│  2+ absences in one week/3+ over two     │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Discussion with student –               │
│  record on ProMonitor                    │
└─────────────────────────────────────────┘
         │                    │
         ▼                    ▼
┌──────────────────┐   ┌──────────────────┐
│ No further       │   │ Further absences │
│ absences         │   └──────────────────┘
└──────────────────┘            │
         │                      ▼
         ▼             ┌──────────────────┐
┌──────────────────┐   │ Discussion with  │
│ No further action│ → │ student and      │
│ unless further   │ ← │ parent – record  │
│ absences occur.  │   │ on ProMonitor    │
└──────────────────┘   └──────────────────┘
                                │
                                ▼
                       ┌──────────────────┐
                       │ Further absences │
                       └──────────────────┘
                                │
                                ▼
                       ┌──────────────────┐
                       │ Meeting with     │
                       │ curriculum tutor │
                       │ & student –      │
                       │ notify parent –  │
                       │ record on        │
                       │ ProMonitor       │
                       └──────────────────┘
                                │
                                ▼
                       ┌──────────────────┐
                       │ Further absences │
                       └──────────────────┘
                                │
                                ▼
┌──────────────────────┐  ┌──────────────────┐
│ If a parent is unable│  │ Meeting between  │
│ to attend the        │  │ curriculum tutor,│
│ meeting, they will be│←─│ student, and     │
│ informed it is going │  │ parent – invite  │
│ ahead and the outcome│  │ curriculum –     │
│ communicated to them.│  │ record on        │
└──────────────────────┘  │ ProMonitor       │
                          └──────────────────┘
                                │
                                ▼
┌──────────────────────┐  ┌──────────────────┐
│ 4 Consecutive Weeks  │  │ Review           │
│ of Non-attendance    │  │ Student and      │
│                      │  │ parent to attend │
│ 4 weeks non-         │  │ – college        │
│ attendance from all  │  │ representation to│
│ sessions will result │  │ be agreed prior  │
│ in withdrawal from   │  │ to review        │
│ programme of study   │  │ dependent on     │
└──────────────────────┘  │ concern          │
                          └──────────────────┘
                                │
                                ▼
                       ┌──────────────────┐
                       │ Further absences │
                       └──────────────────┘
                                │
                                ▼
┌───────────────────────────────────────────┐
│ Review with HoF/DH & Curriculum Tutor and  │
│ refer to Get Ahead for support if          │
│ appropriate                                 │
└───────────────────────────────────────────┘
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