

Itchen College

Attendance Policy

Role Responsible:	Deputy Principal
Written by:	Deputy Principal
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1. Purpose

Good attendance and punctuality will maximise student achievement and enhance the learning experience whilst developing employability skills. Poor attendance and lateness disrupts individual and group learning. Itchen College is committed to supporting student success through providing high quality education and training. To achieve this we have high expectations for student attendance and punctuality at all timetabled sessions. We work with students, parents and where appropriate employers to monitor and take action to support students to improve attendance and punctuality where necessary.

2. Aims

This policy sets out the principles and practices when and how the College monitors the attendance of students. It provides guidance on the actions to be put in place when student attendance causes concern.

3. Summary of Expectations of Punctuality and Attendance

1. The College expects 100% attendance and punctuality at all timetabled sessions. This includes tutorials, Maths and English classes, work experience, visits and activities.
2. Students will be informed of college standards of attendance and punctuality during induction. They will also be informed of potential impact on college achievement.

3. Attendance will also be monitored for students attending work experience and work based learners.
4. Attendance will be regularly monitored by teachers and tutors throughout students' time at college. Concerns about student attendance will be managed with the College Support Process.
5. Students are expected to give a good reason for absence. Students can self-certify short term illness, where appropriate evidence should be provided to support other absences, such as a letter from a doctor or CAHMs.
6. Where absence/lateness can be foreseen in advance, the student should notify the college so that this can be recorded on the register. Authorisation will only be given for medical appointments which cannot be made outside of college time. Appropriate evidence should be provided to the designated person for the absence to be classed as authorised.
7. For unforeseen absences, such as illness, students must contact the College as soon as they know they will be absent (preferably by 9:15am). Students should email absence@itchen.ac.uk and their tutor/teachers providing their name, course, tutor and reason for absence. This will be recorded on promonitor.
8. Registers must be taken electronically within the first 5 minutes of each lesson. If a member of staff has a safeguarding concern about an absent student this should be reported to a DSL immediately.
9. Students should be praised for good attendance.
10. Students with poor attendance/punctuality may be excluded from college.

4. Promoting Punctuality and Attendance

- Staff members should start lessons on time as stated on the timetable.
- A student who arrives later than 5 minutes after the start time should be marked as late. If there are mitigating circumstances this should be noted on the register. All students who arrive late should be spoken to discretely and allow their reason for lateness to be given privately, not in front of the class.
- Latecomers must not disrupt the class. Staff should allow latecomers to catch up at a convenient point for the whole class. Latecomers should be asked to remain in class for an additional 5 mins at break or lunch time to return missed time.
- Punctuality will be encouraged by staff as a good habit and a life skills. Persistent lateness will be recorded on promonitor and addresses with the student in a 1:1

between the teacher/tutor and students. The Support Process should be used as appropriate.

- Any concerns about student welfare, transport, financial difficulties or wellbeing should be referred to the Student Services for support.
- If a member of staff fails to appear, students must wait 5 minutes after the start time of the lesson before reporting to reception.

5. Action in Cases of Poor Attendance or Punctuality

- Itchen College has an expectation of 100% attendance.
- Teachers and Tutors will address student attendance in lessons and tutorials, with notes made on promonitor to praise good attendance and address concerns.
- The College Support Process will be followed to identify targets, plan student actions and offer support to enable the student to improve their attendance. Parents/guardians will be consulted and involved where appropriate.
- Every effort will be made to contact missing students. Teachers, tutors and the Attendance Wellbeing Mentor will try to make direct contact with the student or next of kin. If no contact can be made and no absence report has been received by the student, consideration will be given to undertaking a home visit. In this instance, the student would be referred to the Designated Safeguarding Lead.
- If a student has not attended college for 4 consecutive weeks, as no absence has been authorised, the student may be withdrawn. The college will not remove a student without taking all reasonable steps to make contact with the student. These steps will be recorded in promonitor. (EHCP students cannot be removed without an early review taking place, for further information speak to the SENDCo).

6. Fitness to Study

In instances where a student's attendance, participation or completion of work is impacted by a wider health issue or personal circumstance it may be appropriate to consider their fitness to study. The Support Process will be used to structure college support and identify expectations in these circumstances to support continued attendance at college.

Joining the college

Students are encouraged to disclose any additional learning needs related to health or wider circumstances during their initial interview. This information is used to ensure a appropriate programme is designed for the individual student and additional support is arranged as appropriate and where reasonable. Our duty of care towards students and

staff, Health and Safety and reasonable expectations of teaching and support staff will be considered. Where appropriate health professionals and support workers will be included in discussions and in the creation of support plans.

Studying at the college

When concerns arise on courses the Support Process will be used by teachers/tutors/Hof/AP utilising appropriate support available within the college and liaising with parents/guardian and external agencies where appropriate.

Reasonable adjustments may be made in line with the individual needs for support and college facilities to support. Measures would be short-term and temporary to enable a student to return to the studies in full. Where adjustments are required for a sustained period of time or permanently, the college will discuss with students and parents/guardians the need for withdrawal if the student's needs cannot be met by the college.

Changes to Study Programmes

In some instances a change to a study programme, removing an individual course or transferring to a different course may be appropriate to support the individual to successfully attend or complete their wider programme. This should be considered as part of the support measures in place in the Support Process and planned by the Head of Faculty/AP with consideration to the balance of achieving individuals courses against possible impact on progression to HE and career options.

Withdrawal from College

Where an individual student/s health or wider concerns prevent sufficient attendance and engagement with college courses to support completion and achievement, the Head of Faculty/Assistant Principal will advise the student and parents/guardians that withdrawal from college is the most appropriate course of action. Where possible all support and alternative routes to successfully complete and achieve courses will be considered before withdrawal. This decision will not prevent a student from reapplying to the college although consideration of a new application would consider changes in circumstances when making an offer of a place.

7. Prolonged Periods of Absence

- Where a student is absent from class for authorised reasons e.g. due to a medical issue or disability, Student Support will support that student to return to

college. Additional support via Support for Learning may be provided in exceptional cases.

- Where a student knows they will be absent from college, for example in hospital, they should be encouraged to request notes and assignments from staff and agree revised deadlines if appropriate.
- Where a student has been suspended as part of the disciplinary procedure work will be sent to them to ensure the student stays on track with their work wherever possible.

8. Student Responsibilities

1. Attend 100% of lessons.
2. Be punctual to all lessons.
3. Report absence by 9.15am, email absence@itchen.ac.uk provide: name, course, tutor, reason for absence.
4. Avoid absence by making medical appointments, driving lessons etc outside of lesson times.
5. Avoid holidays in term time.
6. Inform in advance for a known absence e.g. attending an open day. Complete a yellow form, available from reception or student services.
7. Provide medical evidence for absences of more than 5 consecutive days. 8. Complete all work missed during absence swiftly and to a high standard.

9. Staff Responsibilities

Teachers/Tutors

1. Complete accurate registers within 5 minutes of lessons starting.
2. Following up absence with student/parent as soon as possible.
3. Utilising Course Action Plans (teachers) or Amber Concerns (Tutors) for repeated absence or absence across study programme.
4. Communicate with Hof where further action is required if attendance pattern does not improve.
5. Promote and model good punctuality and attendance through own behaviour and teaching standards.
6. Update Promonitor with actions.
7. Inform Designated Safeguarding Lead of possible safeguarding concerns.

Head of Faculty

1. Ensure registers are marked accurately and in a timely manner.
2. Monitor course and individual student attendance within faculty.
3. Ensure that if a member of staff is absent registers are taken. Ensure timetable changes are communicated to MIS.

4. Ensure Course Action Plans and Amber concerns are implemented by faculty team as part of the Support Process.
5. Implement Red concerns working with faculty team.
6. Communicate with students and parents as soon as possible.
7. Work with Assistant Principal to manage Purple concerns for students taught/tutored within faculty.

Assistant Principal

1. Monitor overall attendance at whole college level.
2. Develop strategies for positive attendance across college.
3. Implement Purple concerns working with Head of Faculty and faculty teams.
4. Authorise withdrawal letter where attendance does not improve.

Attendance and Wellbeing Mentor

1. Monitor non-attendance for more than 3 days.
2. Contact students identified as safeguarding concerns due to non-attendance for more than 3 days.
3. Monitoring and tracking of attendance for students involved in the Support Process to complement role of tutor and Head of Faculty, providing additional guidance and support.

8. Linked Documents

- The Support Process for Students (insert link)
- The Support Process for Staff (insert link)