

Attendance Policy 2024-25

Policy Type: Local
Approved by: AQC (Matt Smith, Assistant Principal – Pastoral)
Effective From: 1 November 2024
Revision date: 1 November 2025

Document History

Changes to grammar, punctuation, spelling and sentence structure have been made throughout the document. In addition to these minor changes the following have been made.

Version	Date	Author	Changes
V1	Nov 2024	Matt Smith	<p>P2 – Absence – 1. Change ‘their teacher’ to ‘the College’.</p> <p>P2 – Absence – 2. Change communication method to Parent Portal.</p> <p>P3 – dealing with poor attendance – 1. Addition of automatic notification email.</p> <p>P3 – dealing with poor attendance – 2. Addition of ‘and work with’ parents.</p>

Policy statement

The College expects students to maintain high levels of attendance and punctuality because both have a significant impact on the eventual grades achieved. In addition poor attendance and a lack of punctuality has an adverse effect on classroom dynamics and the ability for the teacher to implement their planned learning activities; in short the College does not tolerate poor punctuality or attendance.

This policy applies to all students and will be implemented by all teachers and Personal Tutors.

Policy aims

This policy aims to assist all students to take full responsibility for their attendance at College to enhance their learning, develop personal skills and promote high achievement, retention and successful progression into continued study or employment.

Specifically, the College aims to:

- Promote excellent student attendance;
- Support students who are experiencing genuine difficulties in attending College;

- Implement strategies to raise overall attendance and punctuality which are understood by all students, staff and parents/carers; and
- Implement attendance and punctuality monitoring procedures which are understood by all students, staff and parents/carers.

The College will do this by:

- Monitoring student attendance and punctuality for all scheduled commitments;
- Discouraging students from taking unauthorised absence at any time, and making clear to students and parents/carers the implications of doing so;
- Ensuring that there are effective procedures in place to deal with unauthorised or prolonged absence and poor punctuality;
- Identifying 'at risk' students quickly and taking appropriate action; and
- Emphasising to students that good attendance and punctuality is an important part of the College Charter.

Policy details

Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments.

Punctuality

- If a student is late to a lesson or tutorial, the teacher must mark the student late in the register
- The student will be asked to explain why they were late
- Persistent lateness will be dealt with by the Personal Tutor as a disciplinary matter and may lead to the student's place at the College being withdrawn

Absence

1. Students should not miss a scheduled commitment unless they have informed the College before hand
2. It is the student's responsibility to ensure that their parent/guardian has communicated with the College, via the Parent Portal, in respect of all absences.
3. It is the student's responsibility to arrange to catch up with any work they have missed.
4. Failure to do so, without a valid reason may result in a student being asked to pay a contribution towards the costs of their examinations or other forms of assessment, and/or may result in them being asked to leave the College.

16-19 Bursary

Awards of bursaries will be dependent upon students maintaining attendance above 90% and displaying satisfactory behaviour at College.

For those students in receipt of the Guaranteed Bursary:

If a student's attendance is below 90%, the student will be informed that payments directly into a bank account will be stopped and the student will need to meet with the Health and Wellbeing Coordinator weekly in order to receive living expenses. This meeting will be supportive rather than punitive and will give the student an opportunity to discuss why their attendance is poor and work on ways in which it can be improved. If attendance continues to drop, living expenses may be reduced accordingly, paid only for sessions attended or stopped. This would always be discussed with the student first.

For students in receipt of the Discretionary Bursary:

Bursary Payments may be withdrawn if attendance drops below 90%. A meeting between the student and the Health and Wellbeing Coordinator would take place first to discuss.

Unavoidable absences for reasons such as a close family bereavement, religious festivals, College trips, university visits or a prolonged absence caused, for example, by long term ill-health or other extenuating circumstances would always be taken into account before bursary assistance is removed.

Dealing with poor attendance and punctuality

1. Parents/Guardians will be automatically notified by email if a student has an unexplained absence at the end of each day.
2. The College will contact and work with the parents/carers of all students whose attendance or punctuality is causing concern. The College will, if necessary, allow parents/carers to see their child's attendance via the parent portal
3. Students whose attendance or punctuality is causing concern will be set clear and appropriate targets for improvement, and will be supported to achieve these targets. This is likely to be via an intervention from their teachers and/or Personal Tutor
4. No compulsory enrolment, registration or examination fees can be charged to students aged 16 to 18 in full time or part-time education, other than in the following circumstances:
 - i. institutions can apply reasonable conditions of attendance in order to qualify for free examination entry.
 - ii. institutions **can charge** for examinations and resits as follows:
 - where the required attendance or completion of work has not been achieved;
 - where the student fails without good reason to sit the examination for which the institution has paid;
 - where a student resits an examination resulting from an initial examination failure;
 - where a student resits an exam with the aim of achieving marginal improvements in grades.
 - iii. institutions must ensure that requirements for attendance and coursework are applied reasonably. Absences or non-completion of coursework because of illness or other acceptable reasons should not be grounds for charging.
 - Normally, students whose attendance falls below 90% by the time examination or assessment entries are made may be required to pay a contribution towards the cost of assessment.
 - The College will continue to be sympathetic in the case of unavoidable absence and in these cases, is committed to offering support to address problems via The Fitness to Study Policy if this is appropriate.

Related Documents

Equality and Diversity Policy
College Charter
Code of Conduct
Fitness to Study Policy