



Attendance Policy Summary

Albemarle College expects every student to have a 100% attendance record and, therefore, to attend every timetabled lesson unless they experience a genuine illness or mitigating circumstance.

If, however, a student's attendance falls below 90% or a student has a continued pattern of lateness, the student is referred to the Attendance Board and in accordance with the attendance policy is dealt with using the following procedural systems:

- Attendance Board Referral Form [*to be completed by tutors*]
- Attendance Board [*once monthly*]

The Attendance Board has the following facilities at its disposal and chooses the most appropriate course of action for the student concerned:

- Evening Study [*Monday-Thursday 5.45-7pm*]
- Supervised Library Sessions [*Monday-Friday 9-5:30pm*]
- Saturday Study, [*10am-2pm*]
- Signing-in procedure [daily]
- Welfare Officer meeting
- Student Contract

These matters may be discussed with the student's parents or guardian using the following forum

- Parents' Evening [*twice yearly*]
- Meeting with Parents on advice of Personal Tutor
- Letter to Parent or Guardian
- E-mail to Parent or Guardian

Student Attendance – Responsibilities of the Student

All students are informed of the attendance policy at induction day during the student induction meeting. International Students, (defined as those for whom a CAS has been issued) are informed in writing of their responsibility for complying with the attendance policy.

The student planner (also known as the student diary or homework diary) sets out the responsibilities of the student in the section ‘What should I do if I am absent?’ The procedure to be followed by the student is detailed therein.

Staff Recording and Reporting of Attendance – Responsibilities of Teachers

The College Librarian (NA) visits each classroom, each of the five periods in the day, and records absences and lateness (as documented in the procedures) reporting these to the College Administrator at the end of each period. The College Administrator follows-up the reason by using the call log, emails received and teacher’s notifications. Any outstanding absence is followed up by the College Administrator.

The teacher records attendance and lateness on the register. Copy registers are submitted to the College Librarian for cross-checking.

The College Administrator informs the teacher of reasons for absence.

Teachers are responsible for completing a Personal Tutor Referral Form in the event that a student has recurrent attendance or lateness issues, and can refer a student to the Attendance Board.

The student will also be referred to the Welfare Officer if it is deemed there is a welfare issue, or simply because no appropriate explanation has been received.

Breaches of Attendance Policy

If Attendance Board recommendations are not complied with, the Principal will exercise his judgement by liaising with the parent/guardian, the personal tutor, the Vice Principal and the Welfare officer as appropriate. In the event of the student being sponsored for a Tier 4 VISA the Principal will ensure the College Administrator informs the student that they are in breach of the terms of issue of their VISA and will inform UKBA after 10 consecutive contact points are missed.