

## **Attendance Policy and Procedures**

### **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

### **LAST REVIEW DATE**

Sept 2018

### **NEXT REVIEW**

Sept 2019

## 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.

### Attendance Board

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]
- Shortlist Meeting held by the Attendance Board the week prior to the event
- Attendance Board [OCT, NOV/DEC, JAN/FEB, MAR]

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

- x2 Saturday Studies, [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

- Meeting with the Curriculum Manager
- Letter to Parent or Guardian
- E-mail to Parent or Guardian

**Non Attendance to Attendance Board** without a valid reason will result in an automatic punishment of x3 Saturday Studies.

### 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**

Subject Tutors will electronically complete the class register at the start of each lesson. This data will be sent in real time to the College Receptionist, the College Administrator and the College Librarian

The College Receptionist follows-up the reason for any absence by calling the student/parent and checking any emails received.

The teacher records attendance and lateness on the electronic and paper register.

The College Receptionist informs by email all relevant teachers the reasons for absence, the Curriculum Manager of the student and the Librarian.

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.

For **International Students**, 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.

## **Authorised Absence Policy**

The College and the student's Curriculum Manager must be informed in advance where parents/guardians deem it necessary for their son or daughter to miss lessons.

Parents and Guardians must make every reasonable effort to prevent outside circumstances affecting their son or daughter's ability to attend all lessons.

**Parents and Guardians must recognise that Mock Exam dates cannot be re-arranged for any reason and that the student will be entered as 'Absent' for any missed Mock Exams.**

### **Acceptable Authorised Absences may include:**

- Medical appointments which are confirmed by an official appointment card, where applicable, or which are confirmed by a letter from your parent/guardian.
- A religious holiday, pre-approved by the college.
- Occasional care for a person such as a close relative.
- Visit to university to attend an open day/interview or a career related interview or audition.
- A relevant work experience i.e. at a hospital.
- Field trips and visits related to areas of study
- A funeral of a close relative/friend.
- Severe disruption of transport.
- National holidays.

### **Acceptable Unforeseen Absences (if college is notified on the day):**

- An emergency family situation, confirmed by a parent/guardian.
- Transport problems with no alternative solution.
- Isolated short periods of genuine sickness supported by a doctor's note or parent/guardian consent.

**All students should be aware that if the college has to contact the student to obtain a reason for their absence it may be marked as an unauthorised absence and may lead to the student being called to account for themselves at Attendance Board.**

### **Holidays in Term Time**

Students, Parents and Guardians must be aware how demanding A-Levels are and understand that the teaching time before examination is short.

We require 100% attendance at classes and, therefore, strongly advise students and parents/guardians NOT to request holiday absence or make other non-college arrangements in term time.

*The following documents are to be found in the Desktop area of the Library Computer in a folder entitled "College Policies":*

1. Folder entitled "Classlists": collated from the college timetable database compiled and held by Exams Officer. The College Librarian creates a workbook for each term, dated, one tab per class with non-lesson weeks blanked out [half-term, study leave etc]. Updated and amended daily with standard college policy marking: x = absent, L 30 = 30 minutes late, blank = present. This spreadsheet/workbook entitled "Absent – Lateness Term 1, 2 etc" is dated and kept in a folder marked "Classlists" is handed over in hard copy weekly to the Vice-Principal. The Vice Principal will distribute the data to the Attendance Board team who will each analyse their given data and report back a shortlist of students to the Vice Principal.
2. Folder entitled "Registers": in a workbook entitled "Percentage Term 1,2 etc. is dated and collated by NA recording present/ absent/ late information for use in the monthly reporting system,
3. Folder entitled "Absent Students"+ date: collated by the College Librarian in co-ordination with the College Administrator, recording absent students' names, class codes, dates etc along with comments or notes.

*The following documents are to be found in the front office reception area in the Desktop area of the Admin PC:*

4. Folder entitled "Attendance Board" – template of letter and email requesting a student's presence at the monthly Attendance Board, addressed to parent and student, sent by the College Receptionist and College Administrator on receipt of information gathered by the Vice Principal. The Attendance Board shortlist must be sanctioned by the Principals (JE and BM) before it is sent to parents. A hard copy is filed in the student correspondence folder.

*The following documents are to be found in the Desktop area of Stephen Bailey's PC:*

5. Attendance Board Referrals: Word document templates distributed to staff prior to Attendance Board meetings. Tutors are requested to enter specific details of students with attendance and lateness problems along with dates, times, and constructive comments.
6. Attendance Board Notes: collated during monthly Attendance Board meetings by SB, updated and distributed to staff following Attendance Board, providing feedback on disciplinary measures taken during Attendance Board. These notes are filed in the student correspondence folder.

**Attendance Policy**

**Appendix of Documents**

<i>Document Name</i>	<i>Stored by</i>	<i>Format</i>	<i>Source</i>	<i>Usage</i>
1. Classlists	Librarian	Excel	Library PC	Admin
2. Registers	Librarian	Excel	Library PC	Admin
3. Absent Students	Librarian	Word	Library PC	Admin
4. Call Log	Administrator	Paper	Admin	Admin
5. Absence & Lateness	Administrator	Word	Admin PC	Admin
6. Attendance Board	Administrator	Word	Admin PC	Notice
7. AB* Referrals	Vice Principal	Word	VP PC	Notice
8. AB* Notes	Vice Principal	Word	VP PC	Record

\*AB = Attendance Board

Reviewed Sept 2018