

Attendance & Punctuality Policy

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLER, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

July 2020

NEXT REVIEW

July 2021

Attendance & Punctuality Policy

1. Introduction

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.

2. Daily Recording and Daily Investigation of Absences

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 Assistant College Administrator.

The Assistant College Administrator then send a text to the parent/guardian and student for each lesson missed. If the student or parent has not accounted for the absence, the College Administrator contacts the parents at the end of the working day to investigate the absence.

The College Administrator or Assistant College Administrator informs by email all relevant teachers the reasons for absence and the Curriculum Manager of the student.

If a student is under 18 and has given a reason for the absence, the College Administrator verifies the reason with the parent or guardian.

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.

A further spreadsheet is kept to record the full daily absences of International Students. The Reception staff keep this.

3. Attendance Board

If a student's attendance falls below 90% and/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 data submitted weekly to members of Attendance Board
- Shortlist Meeting held by the Attendance Board the week prior to the event after careful examination of the attendance data
- Attendance Board dates will be a) OCT, b) NOV/DEC, c) JAN/FEB, d) MAR

Once a shortlist has been compiled, the Principals and Vice Principal are consulted as to whether the students for which they are Curriculum Manager ought to appear before Attendance Board.

Once the Attendance Board shortlist has been approved by the Principals, the College Administrator sends letters by email to parents/guardians. Students must be physically given their letter at Reception, for which they have to sign receipt of on a separate document. This is to keep a record that the student has acknowledged the correct time and day of the Attendance Board and to recognise their own appointment time.

Attendance Board letters to students must not be given in envelopes because there is a risk that the letter will not be read by the student.

Students may bring relevant evidence to Attendance Board that may explain their absences or latenesses.

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

- Issuing a Saturday Study, [10am-2pm]
- Issuing an Evening Study
- 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

4. Non Attendance to Attendance Board without a valid reason will result in an automatic punishment of Saturday Study.

5. Student Attendance – Responsibilities of the Student

All students are informed of the attendance policy at induction day during the student induction meeting.

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.

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.

6. Breaches of Attendance Policy

If Attendance Board recommendations are not complied with, the Principal will exercise their 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.

7. 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 relevant Curriculum Manager.
- 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.

8. 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.

Our term dates are clearly displayed on the College Website, the Student Planner and in the Albemarle Prospectus.

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.

9. Location of Key Documents

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. *The following documents are to be found in the front office reception area in the file ‘College Administration Procedure’.*
 - Under the heading: ‘Absences/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 Library PC	Assistant College Administrator Admin		Excel	
2. Registers Library PC	Assistant College Administrator Admin		Excel	
3. Absent Students Library PC	Assistant College Administrator Admin		Word	
4. Call Log	Administrator	Paper	Admin	Admin
5. Absence & Lateness Admin	Administrator	Word	Admin	PC
6. Attendance Board	Administrator	Word	Admin	PC Notice
7. AB* Referrals Notice	Vice Principal	Word	VP	PC
8. AB* Notes Record	Vice Principal	Word	VP	PC

*AB = Attendance Board