

## **Attendance & Punctuality Policy**

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

JAMES EYTLER, BEVERLEY MELLON (PRINCIPALS)

### **LAST REVIEW DATE**

June 2022

### **NEXT REVIEW**

June 2023

## **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**

Teachers 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 to investigate.

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 College network hosts an AdminShare drive on which all non-Griffin documents are held relating to absences, with specific attention on the International Students folder.

### **3. Disciplinary & 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 Disciplinary & Attendance Board and in accordance with the attendance policy is dealt with using the following procedural systems:

- Attendance data submitted weekly to members of Disciplinary & Attendance Board
- Shortlist Meeting held by the Disciplinary & Attendance Board the week prior to the event after careful examination of the attendance data
- Disciplinary & 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 Disciplinary & Attendance Board.

Once the Disciplinary & 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 Disciplinary & Attendance Board and to recognise their own appointment time.

Disciplinary & 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 Disciplinary & Attendance Board that may explain their absences or latenesses.

The Disciplinary & 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 session
- Adding Library Study session(s)
- 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 at 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 Disciplinary & Attendance Policy**

If Disciplinary & 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 them 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 Disciplinary & 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**

1. The Disciplinary & Attendance Board (DAB) team use Griffin to identify a potential list of candidates and report back a shortlist of students to the Vice Principal.
2. The Vice Principal communicates the shortlist for approval to the Curriculum Managers.
3. The Vice Principal oversees the sending of written letters to parents of shortlisted students to inform them of the requirement for their child to attend a meeting with the Disciplinary & Attendance Board. Templates for these letters are held and the notes of the DAB meetings are maintained by the Vice Principal.