

ATTENDANCE POLICY



PURPOSE

The college is committed to providing inspirational education and training, and to student success. To achieve this we maximise students' learning opportunities by;

- Setting high expectations for attendance and punctuality at all timetabled sessions.
- Working in partnership with students and, where applicable, their parents and employers, to ensure high attendance and punctuality.
- Monitoring, providing support and taking action to improve attendance and punctuality where necessary.

SCOPE

This policy applies to all learners attending the college regardless of age, mode of attendance and/or type of programme and is supported through all curriculum areas and relevant business support areas.

RESPONSIBILITY AND AUTHORITY

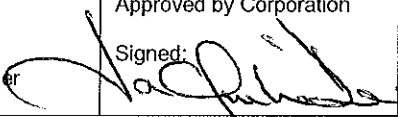
The Vice Principal, Curriculum and Quality has ultimate responsibility for attendance, supported by the Director of Teaching, Learning and Quality, Head of Student Experience, Director of HE and Director of Employer Engagement.

Day to day responsibilities for attendance and attendance concerns lies with Curriculum Areas Managers.

This policy is also supported by the Attendance Procedure, listing responsibilities for attendance monitoring for students, Tutors, Study Programme Managers, Lead Tutors, Student and Customer Services, CAM Administrators, and Curriculum Area Managers.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Attendance Procedure

Policy Review				
Author:	Position:	Approved by Corporation	Approval date	Review date
Jennie Ballam	Student and Customer Services Manager	Signed: 	07.07.16	July 2018

Document Control – Revision History (Policies only)

Author	Summary of Changes	Date	Recommend to SED Y/N
Jennie Ballam	Minor amendment	13.04.16	Y

Initial Equality Impact Screening			
Have you consulted on this policy, service, strategy, procedure or function? Yes Details: Head of SE, DoCTQL			
What evidence has been used for this assessment? Meetings with HoSE			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	Negative impact	Positive impact	Evidence
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons:			
Declaration We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Jennie Ballam		Position: SCS Manager	Date: 13.04.16
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 13.05.16
Comments from Safeguarding, Equality & Diversity Group Review:			