

# ATTENDANCE PROCEDURES



## SCOPE

The following procedures are specific to our FE provision. For details of the attendance procedures for Higher Education (YCUC), please see appendix 1.

## RESPONSIBILITY AND AUTHORITY

### Students' Responsibilities:

- Students are expected to attend 100% of all timetabled sessions on time, including all sessions for English and Maths, tutorials and workshops.
- If students are absent, they or a member of their family should contact the Curriculum Area Administrator for their main programme clearly stating the student's name and the reason for absence. This should be completed as soon as possible and before the start of their first session.
- If students know in advance that they will be absent for any reason, they should inform their Study Programme Manager (SPM).
- All students' absence will not count as a positive attendance, regardless of the reasons for the absence.

### MIS Responsibilities:

Automated absence emails will be generated daily at 6:30pm, from November onwards, and sent to the registered parent/carer email address for all 16-18 learners and 19+ learners with an Education and Health Care Plan.

- Automated emails are sent to CAM admins daily at 11:15am notifying all absences recorded for the day so far. Subsequent to this, the SPM receives an email at 4:00pm with any additional absences not notified in the email to CAM admins.

### Curriculum Area Administrator Responsibilities

Receive the absence notifications from students/parents/carers and inform the SPM/tutor by issuing a cause for concern on the learner's ILP on ProMonitor

- Follow up absence reports from MIS by informing parents/carers of the recorded absence

### Lecturers' Responsibilities:

- Complete registers for all sessions within 15 minutes of the timetabled session start time, marking the student present, absent or late.
- Issue an attendance cause for concern on the student's ILP via ProMonitor for all unexplained absences.

## **Tutors'/Study Programme Managers' Responsibilities:**

Monitor cause for concern notifications on ProMonitor and follow up as appropriate, ensuring they are marked as complete and follow up comments are added, particularly where attendance is considered to be problematic (see below)

Attendance levels for the Study Programme are indicated on the learner's badge on ProMonitor and this is automatically pulled in from ProSolution registers:

- Excellent (Green) 95% and above
- High (Black/Green) 90 % – 94%
- Low (Amber) 80 % -89%
- Very low (Red) 79% and below

Initially, SPMs should:

- Liaise with student/parents/carers after every absence to understand the issues and take action to support high /excellent attendance, using the causes for concern comments and attendance badge as an indicator.
- Advise the CAM of actions being taken to support improved and sustained high attendance and the impact.
- Liaise with the Lead Tutor, enabling the Lead Tutor to be aware of 'At Risk' learners where there are significant concerns.
- Follow the Disciplinary or Fitness to Study procedure, as appropriate.

## **Lead Tutors' Responsibilities:**

- Inform the CAM of any significant attendance concerns
- To support the SPM in following the Disciplinary or Fitness to Study procedure
- Communicate with parents/carers where appropriate

## **Curriculum Managers' Responsibilities:**

- To monitor attendance of all learners for whole curriculum area using Reports and Data Dashboard
- Investigate issues and instigate appropriate interventions to positively impact poor attendance, manage attendance data and utilise disciplinary procedures if necessary.
- To support the SPM and Lead Tutor in following the Disciplinary or Fitness to Study procedure.

## **RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

**ProMonitor guidance – Learner Comments**  
**Health, Wellbeing & Fitness to Study Procedure**  
**Disciplinary (Learner Conduct) Procedure**  
**HE Student Terms & Conditions**

## Appendix 1 – Yeovil College University Centre (YCUC) Students

### Students' Responsibilities:

- Students are expected to attend 100% of all timetabled sessions on time. As per the HE Student Terms & Conditions: "You must use all efforts to fulfil all the academic requirements of your programme [... including ...] attendance at lectures, seminars and any other such teaching sessions provided by the College and partner universities."
- If students will be absent for any reason, they should inform their Programme Leader (PL) with as much notice as possible.
- All students' absence will not count as a positive attendance, regardless of the reasons for the absence.

### Lecturers' Responsibilities:

- Complete registers for all sessions within 15 minutes of the timetabled session start time, marking the student present, absent or late.
- Issue an attendance cause for concern on the student's ILP via ProMonitor for all unexplained absences.

### Programme Leaders' Responsibilities:

- Monitor cause for concern notifications on ProMonitor and follow up as appropriate, ensuring they are marked as complete and follow up comments are added, particularly where attendance is considered to be problematic (see below).

Attendance levels for the Study Programme are indicated on the learner's badge on ProMonitor and this is automatically pulled in from ProSolution registers:

- Excellent (Green) 95% and above
  - High (Black/Green) 90 % – 94%
  - Low (Amber) 80 % -89%
  - Very low (Red) 79% and below
- Programme Leaders should liaise with the student as soon as attendance becomes problematic, using the causes for concern comments and attendance badge as an indicator.
  - Programme Leaders should also inform the HE Assistant if a student has low attendance, and request that an Attendance Warning Letter is sent. To be clear, this covers both prolonged absence and frequent intermittent absence, whether explained or otherwise.

### Attendance Warning Letters

A three-letter rule is operated for YCUC learners whose attendance is not satisfactory. Attendance Warning Letters are issued by the HE Assistant when a Programme Leader notifies that attendance is low.

**Letter 1** – Is issued when a student's attendance is low. This is an initial warning, and reminds the student to discuss if there is an underlying issue causing the low attendance which the College can support with.

**Letter 2** – Is issued if a student's attendance does not sufficiently improve following the issue of attendance letter 1. It makes clear that a student must meet with their Programme Leader to discuss their attendance and put in place an action plan in order to improve their attendance.

**Letter 3** – Is issued if a student's attendance fails to sufficiently improve the issue of Letter 2, and notifies the student that they will be withdrawn from their course owing to low attendance.

### Absence Due To Ill Health

- Where a student's low attendance is poor owing to ill health (whether physical or mental), it may be more appropriate to use the College's Fitness To Study Policy, rather than the Three-Letter Rule. In these cases, the Programme Leader should inform the HE Manager that they have a case of low attendance which they are managing through Fitness to Study.
- If, whilst the Three-Letter Rule process is being undertaken, it emerges that absence is related to ill health, it may be most appropriate to pause the Three Letter Rule and instead move to Fitness to Study.

**Curriculum Managers' Responsibilities:**

- To monitor attendance of all learners for whole curriculum area using Reports and Data Dashboard.
- Investigate issues and instigate appropriate interventions to positively impact poor attendance, manage attendance data and utilise disciplinary procedures if necessary.
- To support the Programme Leader in following the Disciplinary or Fitness to Study procedure.

Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Susie Peart	Quality Manager	Signed: 	01/07/21	01/07/23

**Document Control – Revision History (Policies only)**

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Susie Peart	Updated to reflect current procedure and practice, and to set clear expectations	23.06.21		

<b>Initial Equality Impact Screening</b>	
<b>Who has been consulted on this policy &amp; procedure?</b> Head of MIS and Head of HE	
<b>What evidence has been used for this impact screening (e.g. related policies, publications)?</b> ProMonitor guidance – Learner Comments Health, Wellbeing & Fitness to Study Procedure Disciplinary (Learner Conduct) Procedure	
<b>Declaration (please tick one statement and indicate any negative impacts)</b>	
<input checked="" type="checkbox"/>	We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups, provided that all other associated procedures are followed.
<input type="checkbox"/>	We recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> Age</li> <li><input type="checkbox"/> Disability</li> <li><input type="checkbox"/> Gender Reassignment</li> <li><input type="checkbox"/> Race</li> <li><input type="checkbox"/> Religion or belief</li> <li><input type="checkbox"/> Sex</li> <li><input type="checkbox"/> Sexual orientation</li> <li><input type="checkbox"/> Marriage &amp; civil partnership</li> <li><input type="checkbox"/> Pregnancy &amp; maternity</li> </ul>
<b>Completed by Author:</b> Susie Peart <b>Position:</b> Quality Manager <b>Date:</b> 23.06.21	
<input type="checkbox"/> Reviewed by Equality & Diversity Group      Date:	

We confirm that any recommended amendments have been made

Amended by Author:      Position:      Date:

**Summary of Comments/Recommendations from Equality & Diversity Group Review:**