

ATTENDANCE POLICY



PURPOSE

The college is committed to providing outstanding education and training to enable students to attain excellent achievement rates which will enable students to pursue their chosen career aspirations.

The College maximises students' learning opportunities by:

- Setting high expectations for students' attendance and punctuality at all timetabled sessions. It is expected that student attendance is 100% of all timetabled sessions including English and maths.
- Working in partnership with students and, where applicable, their parents/carers and employers, to ensure high attendance and punctuality.
- Providing support and taking action to improve attendance and punctuality where necessary.

Study Programme Managers (SPMs) will monitor and intervene where students' attendance rates do not meet the minimum attendance requirements.

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 Quality of Education has ultimate responsibility for attendance, supported by the Directors of Curriculum and the Quality Manager.

Day to day responsibilities for the monitoring and intervention of 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, CAM Administrators, and Curriculum Area Managers.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Attendance Procedure
HE Student Terms & Conditions

Policy Review				
Author:	Position:	Approved by SMT	Approval date	Review date
Susie Peart	Quality Manager	Signed: 	13 July 21	13 July 23

Document Control – Revision History (Policies only)

Author	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Jennie Ballam	Minor amendment	13.04.16	-	Y
Stephen Pyle	Amended to reflect new attendance monitoring systems	25.06.18	13.05.16	N
Susie Peart	Amended to remove historic data, and out of date information.	23.06.21	13.06.16	N

Initial Equality Impact Screening

Who has been consulted on this policy & procedure?
Head of MIS

What evidence has been used for this impact screening (e.g. related policies, publications)?

Declaration (please tick one statement and indicate any negative impacts)

- 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.
- 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:
- Age
 - Disability
 - Gender Reassignment
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
 - Marriage & civil partnership
 - Pregnancy & maternity

Completed by Author: Susie Peart **Position:** Quality Manager **Date:** 23.06.21

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: