

Attendance and Punctuality Policy (TRC)



Title: Attendance and Punctuality Policy

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Cross ref to other Policies

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| 1. Enrolment Policy |
| 2. Student Code of Conduct and Behaviour |

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1. Introduction

This framework sets out the policy which applies to all learners of Thomas Rotherham College in relation to attendance, attendance monitoring and punctuality.

2. Policy Statement

- Attendance and punctuality are fundamental to a young person's ability to benefit fully from the opportunities provided by the College.
- There is a clear link between good attendance and academic achievement as well as enabling the development of social, emotional, personal and employability skills.

3. Policy Aims

- To encourage all students to attend the College and achieve their maximum potential.
- To monitor individual and whole college attendance and measure against agreed targets.
- To ensure that students and their parents understand and support the procedures in place to record and monitor attendance.
- To ensure that all staff and Governors understand and support the policy.

4. Thomas Rotherham College expects all students to:

- Maintain full attendance during the academic year.
- Co-operate with attendance monitoring and reporting.
- Inform Student Services if there are issues which might prevent attendance.
- Arrange non-urgent (dental, doctors, personal) appointments out of college hours.
- Arrange holidays out of term time.
- Inform main reception and sign out if leaving the building before the end of timetabled lessons (e.g. due to illness).

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Tutorial and Student Briefing

Attendance at Tutorial and Student Induction Sessions is compulsory for all students and forms part of the College Learning Agreement signed by the student at enrolment.

Learning Support

Students referred for additional learning support must attend scheduled sessions.

Work Placement

Where work placement is a compulsory part of the course, students must attend all sessions and notify both college and the placement provider if they are unable to attend for any reason.

Trips

Students with less than 90% attendance will not be allowed to miss lessons to participate in non-compulsory/non-essential trips and visits. College may take into account all personal circumstances when determining eligibility for these trips, and therefore SLT or the Tutoring Manager may allow participation due to extenuating circumstances.

5. The Role of Parents/Carers is to

- Report all absence to the College absence line (01709 300600 – Option 4) before the start of a lesson on the first day of absence, stating a possible return date.
- Update Student Services if absence continues beyond the return date.
- Contact Student Services if there are any issues that might prevent attendance.
- Arrange holidays out of term time. *
- Obtain permission from the Principal for any extra-curricular activity (non-college) impacting on the student's attendance. **

6. The Role of the College is to

- Encourage and promote excellent attendance and punctuality.
- Ensure regular, efficient recording and monitoring of attendance and punctuality by all teaching staff.

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- Ensure regular contact is made with parents to report any student absence.

7. Responding to poor attendance and punctuality

Attendance

- Reasonable adjustments are made for students with significant health issues.
- The team of Progress Tutors, and the Assistant Principal (Behaviour and Attitudes) monitor the attendance of students on a regular basis. There are frequent monitoring points during the academic year where individual student attendance is scrutinised. Where a worrying trend is identified (and attendance is below 85%), students and parents are contacted to discuss the attendance concerns.
- Initially, Progress Tutors work with students to complete a 'Barriers to attendance form' to identify the issues at the heart of falling attendance and poor punctuality, and to try to support students with these issues.
- Where attendance continues to be unsatisfactory, appropriate and timely action will be taken. Students will be issued with notice of impending warnings.
- Persistent poor attendance (without extenuating circumstances) will result in a student entering the College disciplinary process. Failure to improve attendance or punctuality will result in a student moving through each stage of the formal disciplinary process. Ultimately, students may be removed from their course or taken off the College roll.
- Attendance is a key factor in determining progression. Students on level 2 courses with poor attendance may not be permitted to move onto level 3 study. Y12 students on a level 3 course, may be refused progression onto the second year of their studies.
- Any student who is absent for 10 consecutive college days will be required to attend a meeting with a member of the senior leadership team in order to establish the terms and conditions of their continuation at college.

Punctuality

- Students who arrive after the start time of their lessons are asked to 'knock and wait'. Any student with persistent poor attendance can be refused entry to the lesson at the discretion of their teacher. Persistent poor punctuality can result in a student entering the College disciplinary process.

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- **Holidays***

- All holidays taken during term-time are recorded as unauthorised absence. If this is unavoidable a Request for Unauthorised Absence should be completed and returned to Student Services prior to the absence. Note: Students taking holiday absence of 10 consecutive college days or more, will have to attend a meeting with a member of the senior leadership team in order to establish the terms and conditions of their continuation at college. Students will be required to complete all outstanding work using free timetable slots.
- Any student who is absent from college for four consecutive weeks or more, may have their place at the College withdrawn.

Extra-Curricular Activity (non-college) **

- With the approval of the Principal, this will be recorded as authorised absence. **Note:** Students returning to College after planned absence will be required to complete all outstanding work using free timetable slots.

8. Collecting and analysing data

- Official college attendance is registered by the College's computerised attendance system which provides the official record of attendance given on all individual student progress reports and references for higher or further education and employment.
- In order that attendance remains high profile, individual student attendance data is displayed on the college intranet, viewable by staff, viewable by students, and available to parents (via student access).
- Attendance data is available on individual student pages as well as in the College Reports section. Attendance data is reviewed regularly by subject teams, Heads of Faculty and SLT. Curriculum teams are provided with termly attendance data for their courses/faculty and SLT review whole college attendance data.

9. COVID and remote learning arrangements

- During any period of lockdown, teaching and learning will move to the use of online lessons. Clearly during these periods, students will not be physically present on site, but will be expected to fully engage in their learning online.

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Teachers will therefore continue to mark class registers to record student presence, or otherwise, in these sessions and this information will be used to inform intervention strategies with students identified as 'disengaging'.