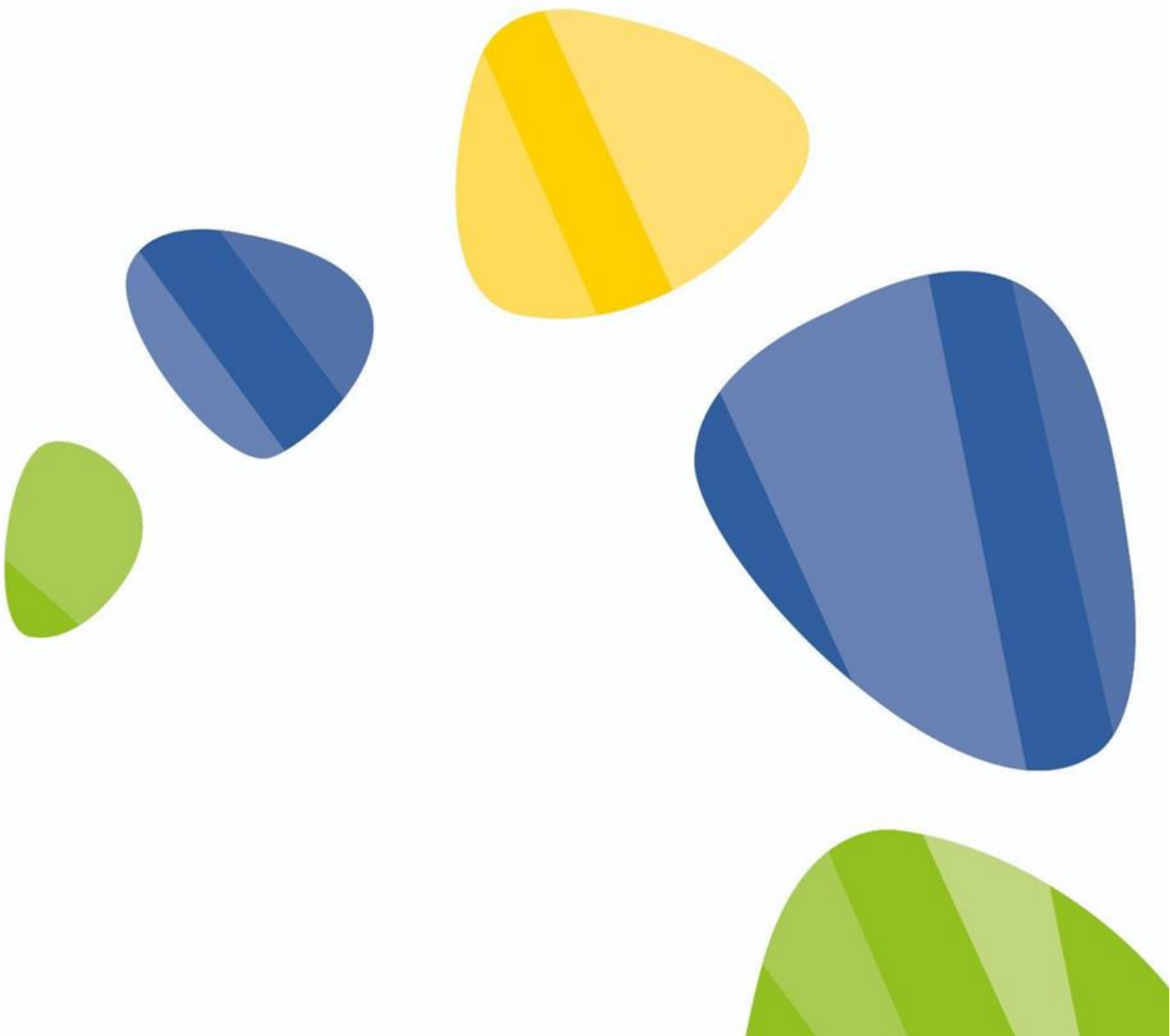




Student Attendance & Punctuality Policy



About this document:

Purpose & Scope: This policy and procedure detail how the attendance of students and interns will be monitored in order to:

- Identify those who do not attend college, individual classes, work placement, progress reviews, tutorials and any other learning activity (online or face to face), to enable them to access support as necessary to enable them to continue their programme of study and achieve their qualification(s), awards or internship.
- Provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA) and various bursary schemes.
- Ensure that students and interns are supported to attend enabling them to make the best possible progress and achieve at the highest levels of which they are capable.
- Prepare students and interns for life after college by instilling the importance of attendance and punctuality as vital habits for the world of work.

Complied by: Gareth Ivett	Date: December 2023
Committee: Board of Directors	Date agreed by Directors: January 2024
Review Cycle: (annually, 2 years, 3 years): 2 years	Review Date: January 2026

Wellbeing in our Trust

We may all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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Policy Statement

Creating Tomorrow College recognises the critical importance of attendance and punctuality in enabling students and interns to progress well in their learning and helping them to develop good employability skills. The College will monitor all students' and interns' attendance and punctuality and, where appropriate, initiate appropriate support to improve their attendance.

Responsibilities & Expectations - Staff

- 🔔 The Principal & Director of College (Performance & Standards) at Creating Tomorrow College are responsible for the management of this policy.
- 🔔 Attendance rates across all study programmes at the College will be reported to the Designated Safeguarding Lead and Deputies through regular DSL meetings where appropriate actions will be taken to manage attendance across the College.
- 🔔 All Tutors and Job Coaches are responsible for monitoring student and intern attendance. The attendance of students and interns deemed to be 'at risk' of programme non-completion and students and interns with particular risk factors due to their background or specific learning needs will in particular be monitored closely and rapid action taken.
- 🔔 Tutors are responsible for issuing warning notices whenever a student or intern's absence is unauthorised. Where appropriate, remedial action will be put in place to address unauthorised attendance which may include referral for further action under the Student Conduct Policy. Parents, carers, support workers and employers should be informed of non-attendance or where students or interns are continuously late to classes/work experience.
- 🔔 All Tutors & Job Coaches are responsible for ensuring that electronic registers are completed at the start of each session.
- 🔔 Electronic registers should be completed at morning registration and following lunch break, whether face to face or online.

Responsibilities & expectations – Students & Interns

- 🔔 Students and interns take responsibility for their own attendance and punctuality.
- 🔔 Students and interns are expected to attend all timetabled, scheduled and study programme activities and reviews (i.e. 100% attendance) whether face to face or online.
- 🔔 Students and interns are expected to be punctual for all classes and be ready to learn.
- 🔔 Students and interns should be aware that they are expected to be at the first lesson/activity of the day ten minutes before the start, for all other classes/activities they should arrive at least 5 minutes before the scheduled start, except where lessons/activities are back-to-back when they will arrive on time. This is the case for all learning activities, face to face or online.
- 🔔 If a student or intern is unable to attend any timetabled activity, they should contact their tutor as soon as practicable, usually before the start of the activity - see the 'Attendance/ Absence' section.

Responsibilities & Expectations – Parents/ Guardians/Carers/Employers

- 🔔 Parents, Guardians, Carers and Employers are expected to be fully supportive of Creating Tomorrow College with regard to attendance and punctuality for all study programme and internship components (academic / vocational / English / maths / work experience / progress reviews) and to support students and interns to follow Creating Tomorrow College's policy and procedures in the reporting of absence.

Attendance/Absence

- 🔔 Students and interns are expected to attend all timetabled activities (i.e., 100% attendance) including English and maths lessons, individual and group support and progress sessions, progress reviews, targeted enrichment activities, work placements and trips and visits whether these are face to face or online.
- 🔔 Acceptable notified absence (recorded as agreed absence in the register) is a planned absence which has been discussed with and authorised by a Campus Leader, Tutor or in some case the Director of College. Evidence of the below may be required for a notified absence to be approved.

Examples of legitimate notified absences may include:

- 🕒 A medical appointment, which could not be arranged outside college hours
- 🕒 Occasional care for a person for whom the student / intern has a definite caring responsibility.
- 🕒 A recognised religious holiday.
- 🕒 Attending an open day to support progress into adulthood or a career related interview.
- 🕒 Appointment with a Careers Advisor (should normally avoid disruption to studies).
- 🕒 Occasional approved extra-curricular activity giving significant personal achievement, including field trips and visits.
- 🕒 Activities related to areas of study; sports fixtures and expeditions.
- 🕒 Attendance at a funeral.
- 🕒 Attendance at a probation meeting.
- 🕒 Severe disruption to transport, e.g., rail strike.
- 🕒 A driving test.
- 🕒 A College representatives' meeting.
- 🕒 Assessments with the Additional Learning Support Team e.g. exam access arrangements, dyslexia screens etc.
- 🕒 EHCP Annual Review meetings.
- 🕒 Home Office related meetings e.g. relating to immigration status.
- 🕒 An absence where a student / intern explains their absence retrospectively for example, an accident, a late hospital appointment or a domestic crisis. The student should inform their tutor immediately upon their return to college.

Unacceptable absence is defined as any absence which is unexplained or where classes are missed regularly in any other pattern which could be considered detrimental to the successful completion of the programme of study. Any unauthorised absence may impact on bursary payments. Examples of unacceptable absences:

- 🕒 Holidays
- 🕒 Part or full-time work which is not part of the student/intern's study programme
- 🕒 Leisure Activities
- 🕒 Birthdays or similar celebrations
- 🕒 Babysitting siblings
- 🕒 Shopping
- 🕒 Lateness exceeding 15 minutes.

If a student or intern is unable to attend any timetabled or study programme activity, they should:

- 🔔 Inform their tutor
- 🔔 Inform Safeguarding Leads via absence@creatingtomorrowcollege.co.uk
- 🔔 Inform their employer (if on placement)

Note that:

- 🔔 If a student / intern has significant health and / or wellbeing issues, they should contact their tutor in the first instance for support. If a student / intern may benefit from additional support the tutor will make these arrangements.
- 🔔 Students / Interns who miss scheduled classes or other activities may be required to attend extra sessions to enable them to get back on track with their studies. Such additional study will be at the discretion of the Campus Leader or Director of College.
- 🔔 Repeated unauthorised absence from any aspect of a Study Programme may result in bursary payments being withheld (if applicable). Action may be taken which could result up to and including removal from their programme of study.
- 🔔 If a student / intern is absent for more than three weeks with no contact with the College, they may be considered to have withdrawn and will be removed from their programme of study. In these cases, the College may write to the student / intern to confirm their withdrawal from the course.

Punctuality & Readiness to Learn

Students and interns are expected to be punctual for all classes and timetabled / scheduled activities whether these are face to face or online.

Students and interns are expected to be ready to learn by:

- 🔔 Removing all outside clothing: i.e., hat/hood/coat/scarf & placing safely where they will not cause a trip hazard.
- 🔔 Being properly prepared for classes, bringing the equipment they will need.
- 🔔 Putting anything else in bags, including mobile phones (on silent) and other devices & placing in lockers or under the desk or at the back of the room, where it will not cause a trip hazard if lockers have not been provided.
- 🔔 If a student has no bag, phones should be placed on the desk at the front of the classroom.
- 🔔 Drinks - bottled water/squash only allowed on desks. No eating is allowed during class. At the discretion of the tutor and in-line with appropriate health and safety measures, students working in on laptops or undertaking specific work related experiences may not be allowed any drinks in their

working area for health and safety reasons.

- For online or blended classes, students should ensure that they are on time, have the equipment they need ready, are dressed appropriately, and have their cameras turned on and microphones muted unless asked to unmute.

A student / intern is late if they enter the class after the published 'start' time on the timetable.

- If a student / apprentice is late, they should enter the room/ area quietly and ensure that the tutor is aware of their presence. They should explain to the tutor at an appropriate moment the reason for their lateness.
- Persistent lateness to lessons will lead to the Student Conduct Policy being applied. It is not policy to refuse access to lessons on the grounds of poor punctuality, but it is accepted that the tutor may use discretion in this matter e.g. repeated lateness with no valid reason, disruption on entry to the classroom.

Monitoring Attendance & Punctuality

The following attendance marks are commonly used in the electronic register system, other marks may be used e.g. if students are attending exams, interviews etc.:

Mark	Meaning	Value
/	Present	Positive
B	Present – Educated off site	Positive
I	Illness	Neutral
N (N)	No reason absent	Negative
C	Agreed Absence – Other authorised absence	Neutral
L	Late	Negative
X	Unable to attend due to exceptional circumstances	Neutral
Z	Late – arrived in second half	Negative
W	Work Experience	Positive
M	Medical/ Dental Appointment	Neutral
O	Unauthorised absence	Negative

- If a student / intern is marked as an unauthorised absence, this should be followed up by the college Student Administrator and parents/ guardians/ carers should be contacted and kept involved throughout the process. Employers should be informed where interns are marked as unauthorised absence.
- Any absence and any action taken as a result (e.g., contacting student /

intern, contacting parents / guardians / carers / employers) should be recorded in the student's record on Arbor.

- ✎ If a student or intern's attendance falls below 90% or 3 'warnings' are issued within one week, or for one particular teaching session or subject, then they shall constitute a breach of the provisions of a College Policy and the Student Conduct Policy may be invoked.