

Attendance and Punctuality Policy (TRC)



Title: Attendance and Punctuality Policy

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Cross ref to other Policies



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Publication:

Staff area of Intranet

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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 and attendance monitoring.

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 work skills.

3. Policy Aims



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- 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:

- Attain a minimum of 95% attendance during the academic year. (This allows for genuine illness)
- 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 Briefing sessions is compulsory for all students and forms part of the College Learning Agreement signed by the student at enrolment.

CLASS

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, therefore, SLT or Pastoral Managers may allow participation due to extenuating circumstances.

5. The Role of Parents is to

- Report all absence to Student Services before the start of class 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.

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- 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.
- 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.
- There are frequent monitoring points during the academic year where individual student attendance is scrutinised. Where a worrying trend is identified, students and parents are contacted.
- Where attendance is deemed 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. This may also result in the use of Individual Attendance Monitoring (IAM). Failure to improve attendance or punctuality will result in a student moving through each stage of the formal disciplinary process. Ultimately, a student may be charged examination fees, 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

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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 Re-engagement Interview in order to establish whether-or-not he/she can continue at College.

Punctuality

- Students who arrive after the start time of their lessons 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 and may also result in the use of Individual Attendance Monitoring (IAM).

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 re-engagement interview in order to establish whether-or-not he/she can continue at College. Students will be required to complete all outstanding work using free timetable slots.

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



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- 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 Moodle and MyDay, viewable by students, and parents (via student access).
- Attendance data is available on SharePoint and Gradebook at whole college, subject and individual student level and is reviewed by subject teams, Heads of Faculty and SLT at regular meetings.
- Teachers, Progress Tutors and College managers monitor attendance figures and absence information on a daily/weekly basis to inform appropriate interventions.

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. 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'.