

## Attendance Policy

Version No	Purpose/Change	Lead	Impact Assess	Review Date	Next Review Date
1.0	Introduction of policy	BW		September 2014	September 2015
2.0	Reviewed and updated for 2015/16.	BW		September 2015	September 2016
3.0	Reviewed and updated.	BW		September 2016	September 2017
4.0	Reviewed and updated.	BW		September 2017	September 2018

### Purpose and Scope

This Attendance Policy has been drawn up to clarify the expectations of all students at Wilberforce College.

High levels of attendance and excellent punctuality are both characteristic of students who achieve above or in-line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes for students. High levels of attendance and excellent punctuality are essential in the development of employability skills.

This policy identifies best practice when dealing with attendance. It emphasises the roles and responsibilities of staff, students and parents/guardians. Good attendance and punctuality will maximise achievement. Every student should aim for attendance of 100%.

College staff may refer to the Student Code of Conduct and Behaviour Management Policy at any time if a student's attendance falls below the expectations set out in this document as agreed during enrolment.

Attendance is the key criteria for determining the payment of Bursaries and the College Maintenance Award (see Bursary Fund and Meal Allocation Policy for more details).

### Equality Statement

This policy applies to all College students regardless of age, race, disability, religion or belief, gender, sexual orientation, marital or civil partnership status, gender reassignment, pregnancy or maternity, or any other status. All individuals will be treated in a fair and equitable manner recognising any special needs where adjustments can be made. No individual will suffer any form of discrimination, victimisation, harassment or bullying as a result of this policy.

## **Expectations**

### **Students**

As part of their commitment contract, signed upon enrolment to the College, there are the following expectations:

- Attend all lessons, tutorial, learner progress meetings (LPM), work placements and support sessions set out on your weekly timetable or agreed with a member of staff.
- Be available at all times during the college day if required for your studies.
- Be prepared for all your lessons by making sure you bring the appropriate equipment necessary.
- Complete all classwork, homework, coursework and assignments set by staff, on time, and to the best of your ability.
- Show respect for all members of the college community and behaving at all times, and in all places, in a way which helps the college to provide a safe, fair, clean and positive learning environment, encompassing the college values and the fundamental British Values.
- Use the college's IT resources for appropriate educational activity, and making sure you do not use them inappropriately or illegally, as set out in the IT agreement.
- Act as a positive ambassador for the college both within the college and with our neighbours, partner schools and the local community, which includes the reporting of behaviour which is contrary to the college expectations.

Returning students may be placed on a Commitment Agreement or Commitment Contract to work to this goal if their cumulative attendance for the previous year was deemed unacceptable by the college Managers.

### **Parents/Guardians**

- To encourage students to attend college.
- To contact the college if a student is unable to attend college.
- To be aware that the College may withdraw a student's place if their attendance falls below expectations over a significant period of time.

### **College**

- To accurately record attendance registers for every lesson.
- To monitor attendance against performance targets.
- To report attendance statistics to staff, students and parents/guardians.
- To meet with students to discuss attendance issues.
- To contact parent/guardians when a student fails to attend College without authorisation.

## **Distribution of Responsibilities**

### **The Senior Management Team (SMT)**

- Determine annual targets.
- Regularly review online attendance reports to analyse attendance trends.

## **Assistant Principal**

- Maintain responsibility for policy review.
- Report to SMT on attendance matters.
- Monitor attendance targets with Curriculum Director and Heads of Department.
- Devise attendance initiatives to improve performance.

## **Curriculum Directors**

- Encourage students to attend all lessons and to be punctual at all times.
- Discuss attendance issues with students and parents when appropriate and reinforce the college expectations.
- Challenge poor punctuality and attendance.
- Monitor the accuracy and timely input of registers by all staff in their area of management.
- Use online reports to monitor attendance by student, class and course.
- Meet to discuss attendance targets with the Assistant Principal, and with the Student Services Manager; refer to the Student Code of Conduct and Behaviour Management Policy if attendance pattern becomes a cause for concern for individual students.
- Communicate and implement attendance initiatives to improve performance across subject areas managed.
- Report any attendance issues, interventions/actions taken on the Events section of Columbus, under the Attendance Heading.

## **Heads of Department**

- Encourage students to attend all lessons and to be punctual at all times.
- Discuss attendance issues with students and parents when appropriate and reinforce the college expectations.
- Challenge poor punctuality and attendance.
- Ensure that accurate registers are taken by staff in their department and in a time scale as set out to Teachers.
- Use online reports to monitor attendance by student, class and course.
- Meet to discuss attendance targets with the Curriculum Director.
- Communicate and implement attendance initiatives to improve performance across the department.
- Report any attendance issues, interventions/actions taken on the Events section of Columbus, under the Attendance Heading.

## **Teachers**

- Encourage students to attend all lessons and to be punctual at all times.
- Discuss attendance issues with students and parents when appropriate and reinforce the college expectations.
- Challenge poor punctuality and attendance.
- Ensure that a student is back on track on their return from a period of absence, clarifying and expressing their expectations (rapid catch up of all missing work / assessments)
- Record attendance as soon as possible, and no later than the end of the lesson.
- Enter an L mark if a student arrives late to the lesson.
- Use online reports to monitor attendance by student, class and course.

- Report any attendance issues, interventions/actions taken on the Events section of Columbus, under the Attendance Heading.

### **Tutors**

- Encourage students to attend all lessons, tutorial sessions and any work placements and to be punctual at all times.
- Discuss attendance issues with students and parents when appropriate and reinforce the college expectations.
- Challenge poor punctuality and attendance.
- Ensure that a student is back on track on their return from a period of absence, clarifying and expressing their expectations (rapid catch up of all missing work / assessments).
- Monitor student attendance each week and book LPM when appropriate.
- Use online notes to record interventions
- Refer to the Student Conduct and Behaviour Management Policy if attendance pattern becomes a cause for concern and report concern to the Student Services Manager
- Report any attendance issues, interventions/actions taken on the Events section of Columbus, under the Attendance Heading.

### **Student Services Officers**

- Encourage students to attend all lessons, tutorial sessions and any work placements and to be punctual at all times.
- Use the online Unauthorised Absence report to identify the worst attending students to organise meetings with students and parent/guardians.
- Ensure that persistent non-attending students are removed from the College roll
- Use online notes to record interventions.

### **Attendance Officer**

- Encourage students to attend all lessons, tutorial sessions and any work placements and to be punctual at all times.
- Use the online Absence Marks report to contact students who have failed to attend a lesson.
- Check teachers have completed their attendance registers.
- Email parent/guardians a fortnightly attendance report, where appropriate.
- Use online Events to record interventions.
- Meet with the Assistant Principal each half-term to discuss attendance.

### **Guaranteed Bursary, College Maintenance Allowance (CMA)**

All Bursary and College Maintenance Awards are subject to students achieving specific attendance criteria – please see Student Services for more details.

### **How Attendance is Monitored**

- Attendance registers are completed every lesson.
- Teachers notify the Attendance Officer if a student is missing from a lesson.
- The Tutors monitor attendance each week and follow up students with attendance concerns.

- Student Services Officers use the online Unauthorised Absence report to identify the worst attending students to organise meetings with students and parent/guardians.
- Online dashboard reports are updated on a Monday morning, comparing attendance by class, course and cohort against the College target.

*Please note: that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.*