



ABSENCE AND ATTENDANCE

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Introduction

Levels of attendance have a direct impact on the success of our students and apprentices. Students/apprentices are more likely to complete and achieve their qualification if they attend classes/sessions regularly.

High expectations of attendance and punctuality will also be required by future and current employers. We need our staff to set and enforce, and our students/apprentices to comply with, high expectations of attendance.

Policy

The attendance target for Telford College is 90% across all programmes of study.

The aims of the policy are:

- To enable all absences to be fairly and consistently dealt with across the College
- To monitor and improve the attendance of all students and apprentices

This policy aims to ensure all students and apprentices engage in College activity, commit to full and prompt attendance which will enhance their learning experience, develop their personal skills and promote retention, achievement, success and progression.

- Staff, apprentices, parents and employers should be aware of the requirements of outstanding College attendance (90%)
- Targets for student and apprentice attendance rates should be set and monitored across all College provision
- The recording of College attendance will be through the agreed College system, registers will be taken in class promptly and apprentice attendance to scheduled sessions reviews/meetings tracked and monitored through agreed college systems.
- In order to reduce the amount of time students/apprentices are not in class or prearranged visits, either from sickness or other reasons, there will be high expectations and consistent process to monitor, follow up and report on attendance
- Any un-notified student/apprentice absence will be followed up by a member of college staff.
- There will be clear consequences for students/apprentices whose attendance falls below agreed levels in-line with the college's positive behaviour process
- For 16-18 year olds, attendance means attending every part of the study programme, English and maths, tutorials, enrichment, and work experience
- For apprentices, attendance means
 - attending timetabled sessions in college, for the Standard delivery as well as English and maths (where applicable)
 - one to one scheduled meetings in the workplace for assessments and Progress Reviews
 - Scheduling and recording the statutory off-the-job training
- Bursary funds are provided to enable students to access their college course so it follows that if they are not present, they will not receive bursary fund for that day
- The College may involve Parents/carers in enforcing this policy; this will not apply to Higher Education (HE) Students or 19+ Students, unless involving a student identified as a vulnerable adult
- The college is only able to contact parents/carers if the 16-18 student has agreed to parental contact. This must be checked on student records before contact is made (From a statutory safeguarding perspective, all students should have two emergency contacts on file from enrolment. If students are under 18 they are not able to opt out of parental/carer contact. This can only happen at 18+. Even at this point two emergency contacts are still required).

- The college will involve employers in enforcing this policy for apprentices

1. Monitoring and Evaluation

- The College Leadership Teams will monitor the operations policy by receiving reports on student and apprentice attendance.
- Each department will also receive weekly reports which are monitored-in area team meetings and in director/manager/staff one to one meetings.
- Attendance will be monitored and reviewed in quality support meetings
- Progress Coaches under the directive of Area Directors/Heads, will work with specific case loads of students/apprentices.

2. Students and Apprentices' Entitlement

Students and apprentices are entitled to the best opportunities to be successful in their studies, including:

- a) Lessons/visits start and end promptly.
- b) Staff cover, or appropriate work, in case of staff absence (wherever possible);
- c) Advanced warning of unavoidable changes or cancellations of classes/visits (wherever possible);
- d) Contact from the College where there is concern regarding progress being affected by attendance and or punctuality issues.
- e) Guidance and/or support from the College, where possible, when a need is identified in order to assist overcoming attendance and or punctuality issues.

3. Responsibilities

a. Students/apprentices' Responsibilities

Telford College requires students/apprentices to attend **all** classes/sessions/reviews punctually according to their signed learning agreement, course timetable, visit schedule. Students/apprentices should not knowingly miss a class/session/visit for anything other than illness or exceptional circumstances. If students/apprentices need to miss a class, session/visit they, or someone acting on their behalf (an employer for apprentices) should:

- a) Inform College in advance, of any planned absence (e.g. for a Doctor's or Dentist appointment)
- b) Contact the College as soon as possible, to explain an unplanned absence. This can be done via email: absence@telfordcollege.ac.uk or by leaving a message on the college absence line 01952 642244 check this is still accurate and expectations of contact from apprentices
- c) Unacceptable attendance and or punctuality may affect continued enrolment, examination entry or other concessions
- d) Not take on work commitments that clash with time at College; any absence for work will be treated as unauthorised
- e) Telford College requires HE Students to attend all classes punctually; they are further governed by Awarding Body regulations

b. Staff Responsibilities

- a) All staff communicate clearly the College's high expectations: students and apprentices are expected to be present to 100% of classes/sessions/visits and to arrive before the start of sessions and ready to work. This should be explained during the Students/apprentices' induction to College
- b) Ensure that class/session/visit attendance is enhanced by good practice in teaching and learning. This may include a variety of activities that engage

students/apprentices in challenging and interesting tasks, use of variety of teaching styles and formative assessment and feedback

- c) Consistently reinforce the message that poor attendance or punctuality is not acceptable.
- d) Inform and liaise with relevant staff (e.g. Personal Tutor/ Progress Coach/ Learner Manager/Business Programme Manager/Director/Head) if attendance or punctuality becomes an issue
- e) Accurately and fully complete each class register at the start of the lesson/ log attendance for apprentices using college systems
- f) Help support /apprentices' return to College/workplace as appropriate
- g) Start and finish classes/sessions/visits on time

c. College Personal Tutors'/ Progress Coaches/Assessors (skills coaches) – classroom based learning

- a) Keep other staff informed of issues and actions relating to students/apprentices attendance and punctuality
- b) Contact students/apprentices for whom attendance has been identified as a cause for concern, ascertaining, challenging and supporting students/apprentices' absence reasons
- c) Where appropriate contact Parents/carers/employers to request supporting and improving attendance for their dependant/employee
- d) Initiate Positive Behaviour Policy if attendance is not in line with College expectations
- e) Monitor and report on Students/apprentices' attendance and punctuality, with the help of teaching, support staff and managers
- f) Report unresolved issues concerning attendance and punctuality to Line Managers
- g) Ensure records regarding Students' attendance are up-to-date

d. Administrator Responsibilities

- a) Ensure College absence email and voicemail system are checked and recorded on a daily basis
- b) Liaise with relevant staff, such as Progress Coaches, Personal Tutors, Learner Managers, Directors/Heads and set up appointments where appropriate
- c) To withdraw payment of grants or payments in kind if students are not meeting College attendance expectations.

e. College Responsibilities

- a) Ensure that students/apprentices who are behind with their work and require extra help are given individual attention or referred to a Progress Coach and/or Learning Support as appropriate
- b) Through the management structure ensure all staff are aware of the Attendance Policy, Positive Behaviour Policy and associated procedures
- c) Within the Induction and Tutorial system students/apprentices are aware the College expects every lesson/session/visit to be attended
- d) Provide suitable methods of collating attendance information via the College Student Record System
- e) Make available reports for use by staff, students, parents, carers and employers which details attendance

In interpreting this policy, the decision of the College is final. The College may amend this policy at any time or depart from it depending on the circumstances of the case.