

# STUDENT ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES 2022-23

Overall responsibility:

Principal

Implementation:

Quality Office

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Pat Brennan-Barrett

Principal

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# 1. POLICY PURPOSE AND SCOPE

This policy and procedure detail how the attendance of students and apprentices will be monitored in order to:

- Identify those who do not attend college, individual classes and progress reviews (online or face to face), to enable them to access appropriate support as necessary to enable them to continue their programme of study and achieve their qualification(s) or apprenticeship.
- Provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA) and various bursary schemes.
- Ensure that students and apprentices 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 apprentices for life after college by instilling the importance of attendance and punctuality as vital habits for the world of work.

## 2. POLICY STATEMENT

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

## 3. RESPONSIBILITIES AND EXPECTATIONS – STAFF

- The Assistant Principals and Director of Work Based Learning at Northampton College are responsible for the management of this policy
- Attendance rates across all provision types at the College will be reported to the Senior Management Team through the Curriculum, Quality and Student Experience forum where appropriate actions will be taken to manage attendance across the College
- All curriculum managers, course co-ordinators, teachers, academic coaches and EDEs are responsible for monitoring student and apprentice attendance. The attendance of students and apprentices deemed to be 'at risk' of non-completion and students and apprentices with particular risk factors due to their background or specific learning needs will in particular be monitored closely and actioned rapidly
- All delivery staff are responsible for issuing warning notices via ProMonitor and ProPortal whenever a student or apprentice's absence is unauthorised. Where appropriate, remedial action will be put in place to address unauthorised attendance which may include referral to disciplinary action under the Student Disciplinary Policy. Parents, carers, support workers and employers should be informed of non-attendance or where students or apprentices are continuously late to classes.
- All members of teaching and delivery staff are responsible for ensuring that electronic registers are completed at the start of each session.

- Electronic registers should be completed for all teaching and assessment sessions, including theory, practicals, visits, support and progress sessions and progress reviews whether face to face or online.

## **4. RESPONSIBILITIES AND EXPECTATIONS – STUDENTS AND APPRENTICES**

- Students and apprentices take responsibility for their own attendance and punctuality.
- Students and apprentices are expected to attend all timetabled, scheduled and study programme activities (i.e. 100% attendance) whether face to face or online.
- Students and apprentices are expected to be punctual for all classes and be ready to learn. Students and apprentices should be aware that they are expected to be at the first lesson of the day fifteen minutes before the start, for all other classes they should arrive at least 5 minutes before the scheduled start of the lesson except where lessons 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 apprentice is unable to attend any timetabled activity, they should contact the College as soon as practicable, usually before the start of the activity - see the 'Attendance/ Absence' section

## **5. RESPONSIBILITIES AND EXPECTATIONS – PARENTS / GUARDIANS / CARERS / EMPLOYERS**

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

## **6. ATTENDANCE / ABSENCE**

- Students and apprentices are expected to attend all timetabled activities (i.e. 100% attendance) including vocational and English and maths lessons plus individual and group support and progress session, progress reviews, targeted enrichment activities, work placements, 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 an academic coach, teacher, EDE or manager. 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 / apprentice has a definite caring responsibility
  - A recognised religious holiday
  - Visit to a University to attend an open day/interview: 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 / apprentice explains their absence retrospectively for example, an accident, a late hospital appointment or a domestic crisis. The student should inform their academic coach / a teacher 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 teachers or EDEs consider 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's programme of work
    - Leisure activities
    - Birthdays or similar celebrations
    - Babysitting siblings
    - Shopping
    - Driving lessons
    - Lateness exceeding 15 minutes
- If a student or apprentice is unable to attend any timetabled or study programme activity they should:
    - Send a text to 07860 022 842, ideally before 9.15am
    - Texts should be in the format: SICK <space> Learner ID e.g. SICK ABC12345678
    - A response will be sent from Northampton College to say that the text has been received or the ID was not recognised. If the format of the text is not valid, the student will be asked to resubmit in the correct format
    - If the text is valid, a 'notified sick' (N) mark will be recorded on any registers the student has for that day only. (Text required every day of sickness.)
  - Apprentices should also:
    - Inform their employer
    - Notify their EDE before any planned visit
    - Note that absence and lateness from timetables lessons (including functional skills) will be reported to employers within 24 hours of notification
- Note that:
    - The 'N' register mark can be overwritten by the tutor should the student turn up later.
    - The sickness should also be recorded on ProMonitor in the 'Comments' section.
    - Tutors will monitor 'notified sickness' and follow it up with students with appropriate actions.

- The notification system has been set to ignore more than three texts sent from the same phone with different student IDs. This assumes there may be up to three family members who could all be affected by sickness at any time. More than that would imply the texts are not genuine.
- The text notification system is the preferred method of reporting sickness or absence. Alternative methods of informing of absence are:
  - Inform their course co-ordinator or EDE in writing / by email
  - Telephone the absence helpline on:
    - Booth Lane: 01604 734300
    - Daventry: 01604 736275
    - Lower Mounts: 01604 736331
- If a student / apprentice has significant health and / or wellbeing issues, they should contact their academic coach, EDE or the Student Services team for support. The Fitness to Study Policy & Procedure may be applied in some circumstances. If a student / apprentice may benefit from learning support, the student / apprentice, academic coach or EDE should contact the Learning Support Team.
- Students / Apprentices 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 Curriculum Manager for the area or the EDE.
- Repeated unauthorised absence from any aspect of a Study Programme may result in bursary payments being withheld. Disciplinary action may be taken and action taken up to and including removal from their programme of study.
- If a student / apprentice 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 / apprentice / employer to confirm their withdrawal from the course.

## **7. PUNCTUALITY AND READINESS TO LEARN**

- Students and apprentices are expected to be punctual for all classes and timetabled / scheduled activities whether these are face to face or online. Students and apprentices 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
  - Ensuring they have pens, paper and other appropriate equipment e.g. calculator on your desk
  - Putting anything else in bags, including mobile phones (on silent) and other devices & placing under the desk or at the back of the room, where it will not cause a trip hazard
  - If a student has no bag, phones should be placed on the desk at the front of the classroom
  - Drinks - bottled water only allowed on desks. No eating during class. At the discretion of the teacher and in-line with appropriate health and safety measures, students working in computer suites and/or practical laboratories or workshops 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 / apprentice 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 teacher / EDE is aware of their presence. They should explain to the teacher / EDE at an appropriate moment the reason for their lateness.
  - Persistent lateness to lessons will lead to the Student Behaviour and Disciplinary Policy being applied. It is not policy to refuse access to lessons on the grounds of poor punctuality, but it is accepted that the teacher may use discretion in this matter e.g. repeated lateness with no valid reason, disruption on entry to the classroom.

## 8. MONITORING ATTENDANCE AND 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
R	Present – Remote Lesson	Positive
F	Present – Acceleration sessions, small groups up to 5 students	Positive
O	Absent	Negative
N (Ñ)	Notified Absence (SMS)	Negative
A	Agreed Absence (see 'Attendance / Absence' section)	Neutral
L	Late (5 mins after start)	Positive
X	Left class early	Positive
Z	Late – arrived in second half	Positive
V	Absent from lesson but attending other scheduled learning activity (e.g. exam, trip etc)	Neutral
P	Work placement	Neutral
S (Š)	Self-isolating / Study Leave (SMS)	Neutral

- If a student / Apprentice is marked as an unauthorised absence, this should be followed up by the academic coach or EDE, if the student is under 18 then parents/ guardians/ carers should be contacted and kept involved throughout the process. Note that ProSolution will send automated e mails to the parents / guardians / carers of under 18 students informing them of absence. Employers should be informed where apprentices are marked as unauthorised absence.
- Any absence and any action taken as a result (e.g. contacting student / apprentice, contacting parents/guardians/ carers/employers) should be recorded in the 'Comments' section of ProMonitor using the Comment type of 'Absence Notification.'
- If a student or apprentice'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 Behaviour and Disciplinary Policy may be invoked.

## 9. Appendices:

Appendix 1: EQUALITY & DIVERSITY IMPACT ASSESSMENT

Appendix 2: DATA PROTECTION IMPACT ASSESSMENT

## Appendix 3: COMMUNICATIONS PLAN



## Appendix 1: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics, specifically: Age, Sex, Disability, Gender reassignment, Race, Religion or Belief, Sexual Orientation, Pregnancy & Maternity and Marriage & Civil Partnership.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

Policy Details	
What is the policy?	Student Attendance and Punctuality Policy and Procedures
Is it new or existing?	Existing
Department	Quality
Policy Author (postholder title, name)	Assistant Principal Teaching, Learning and Assessment
Author of Equality Analysis	Assistant Principal Teaching, Learning and Assessment
Date of completion	16/6/22

Aim and Objectives
Briefly describe the aims and objectives of the policy
This policy and procedure detail how the attendance of students will be monitored in order to identify those who do not attend college or individual classes to enable them to access support and to provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA) and various bursary schemes.

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (✓) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			✓	
Religion and/or belief			✓	
Sex (Gender)			✓	
Gender Identity			✓	
Disability			✓	
Age			✓	
Sexual orientation			✓	
Marriage and/or civil partnership			✓	
Pregnancy and/or maternity (including surrogacy and adoption)			✓	
Other identified group (e.g. carers)			✓	

<b>Action Planning</b>		
How do you intend to mitigate or eliminate any negative impact identified?	If a positive impact is identified, how do you intend to promote or develop this opportunity?	Where negative impact has been identified, can it be justified? If so, explain how.
N/A	N/A	N/A

<b>Monitor and Review</b>	
How will you monitor the impact of your policy once it has been put into effect?	
The policy will be monitored through feedback from services users gathered via:	
Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):	
Name	Position
Mark Owen	Assistant Principal – Student Services
Hilary Letts	Quality Improvement Lead
Carol Meadows	Director of MIS

Equality Analysis Sign-Off Signature and Date:	Jenny Thorpe
Review Date:	16/6/23

# Appendix 2: DATA PROTECTION IMPACT ASSESSMENT

## Data Protection Impact Assessment

### Does this Policy

- require the collection and use of data in addition that normally collected by the College?

**Yes / No (if Yes complete Assessment point number 1)**

- require the sharing of data with partners?

**Yes / No (if Yes complete Assessment point number 2)**

1. Is additional data being collected? If so please detail:

Is data collected personal and/or sensitive?

How will you collect, use, store and delete data?

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

**Describe the purposes of the processing / sharing:** What are the benefits of the processing/ sharing – for you, and more broadly?

**Consider how to consult with relevant stakeholders:** describe when and how you will seek individuals' views – or justify why it is not appropriate to do so.

**Describe compliance and proportionality measures, in particular:**  
What is your lawful basis for processing?

How will you ensure data quality and data minimisation?

What information will you give individuals?

Please attach a Risk Assessment if there are significant risks to data protection

**Signed by Data Protection Officer**

Name: Julian Wood

Date:

## Appendix 3: COMMUNICATIONS PLAN

<b>TITLE OF COLLEGE POLICY:</b> Student Attendance and Punctuality Policy and Procedures	<b>DATE APPROVED BY</b> Policy & Strategy Group or Corporation <b>Date:</b>
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<b>AUDIENCE (select appropriate with ✓)</b>				
Managers	✓	Curriculum teams	✓	Business Support teams
All staff	✓	Suppliers		Partners
Other - Students	✓			

<b>CHANNEL (select appropriate with ✓)</b>				
Policy & Strategy Team (PST)	✓	Quality Improvement Network (QIN)	✓	Marketing team
Meeting		Meeting		NC Update Intranet Website
Individual team	✓	Suppliers		Partners
Document Library Noticeboards Team meeting Email		e.g. Letter or email Meeting		e.g. Letter or email Meeting
College Management Team (CMT)	✓	JCNC		CORPORATION
Meeting		e.g. Meeting Email		e.g. Meeting Email

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
Name: Jenny Thorpe Department: Quality	Job title: Assistant Principal – Teaching, Learning and Quality	Date: 16/6/22