


# Student Attendance and Punctuality Policy and Procedures 2018-19

Overall responsibility:	Principal
Implementation:	Quality Office
Date issued:	September 2018
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Endorsed and approved by Policy & Strategy Group:

  
\_\_\_\_\_  
Pat Brennan-Barrett (signature)  
Principal

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# Student Attendance and Punctuality Policy and Procedures 2018-19

## Policy overview and scope

### Purpose:

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 appropriate support as necessary to enable them to continue their programme of study and achieve their qualification(s).
- Provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA) and various bursary schemes.
- Ensure that students 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 for life after college by instilling the importance of attendance and punctuality as vital habits for the world of work.

## Policy and Procedure

### Policy Statement:

Northampton College recognises the critical importance of attendance and punctuality in enabling students 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 students' attendance.

## Responsibilities and Expectations – Staff

- The Assistant Principals 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 and academic coaches are responsible for monitoring student attendance. The attendance of students deemed to be 'at risk' of non-completion and students with particular risk factors due to their background or specific learning needs will in particular be monitored closely and actioned rapidly.

- All teaching staff are responsible for issuing warning notices via ProMonitor whenever a students' 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.
- All members of teaching 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 practicals, visits and tutorials (group and individual).

## Responsibilities and Expectations – Students

- Students take responsibility for their own attendance and punctuality
- Students are expected to attend all timetabled and study programme activities (i.e. 100% attendance)
- Students are expected to be punctual for all classes and be ready to learn. Students should be aware that they are expected to be at the first lesson of the day at 9.15am, 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.
- If a student 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.

## Responsibilities and Expectations – Parents / Guardians / Carers

- Parents / Guardians / Carers 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 to follow Northampton College's policy and procedures in the reporting of absence.

## Attendance / Absence

- Students are expected to attend all timetabled activities (i.e. 100% attendance) including vocational and English and maths lessons plus individual and group tutorials, targeted enrichment activities, work placements, trips and visits.
- Acceptable notified absence is a planned absence which has been discussed with and authorised by an academic coach or teacher. 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 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 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 consider detrimental to the successful completion of the course. 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 is unable to attend any timetabled or study programme activity they should either:
    - Inform their course co-ordinator in writing / by email
    - Telephone the absence helpline on:
      - Booth Lane: 01604 734300
      - Daventry: 01604 736275
      - Lower Mounts: 01604 736331
  - If a student has significant health and / or wellbeing issues, they should contact their academic coach or the Student Services team for support. The Fitness to Study Policy & Procedure may be applied in some circumstances. If a student may benefit from learning support, the student or academic coach should contact the Learning Support Team.
  - Students 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.

- 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 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 will write to the student to confirm their withdrawal from the course.

## Punctuality and Readiness to Learn

- Students are expected to be punctual for all classes and timetabled activities. Students 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.
  - 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.

*\* See Code of Conduct for exceptions*

- A student is late if they enter the class after the published 'start' time on the timetable.
  - If a student is late, they should enter the room / area quietly and ensure that the teacher is aware of their presence. They should explain to the teacher at an appropriate moment the reason for their lateness.
  - Persistent lateness to lessons will lead to the 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.

## 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.:

<b>Mark</b>	<b>Meaning</b>	<b>Value</b>
/	Present	Positive
O	Absent	Negative
N	Notified absent	Negative

L	Late (10 minutes)	Positive
E	Leaves class early	Positive
V	Absent from lesson but attending other scheduled learning activity (e.g. exam, other lesson etc.)	Neutral
P	Work placement	Neutral

- If a student is marked as an unauthorised absence, this should be followed up by the academic coach, if the student is under 18 then parents / guardians / carers should be contacted and kept involved throughout the process.
- Any absence and any action taken as a result (e.g. contacting student, contacting parents / guardians / carers) should be recorded in the ProMonitor.
- If a student'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 disciplinary procedure may be invoked.

# Appendix A

## 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.

### 1. Name of policy

Student Attendance and Punctuality Policy and Procedures

### 2. What is the aim(s), objective(s) and/or purpose 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.

### 3. Who is the policy lead?

Quality Office

### 4. Which of the following groups could be affected by this policy? (Tick all that apply)

Learners

Staff

Wider community

### 5. Team

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Mark Owen	Student Services Manager
Hilary Letts	Quality Improvement Lead
Carol Meadows	Director of MIS

Date E&DIA undertaken: May 2018



E&DIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other  Please state \_\_\_\_\_

Date of last E&DIA (if applicable) \_\_\_\_\_

## 6. Complaints?

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details. No  Yes

## 7. The Impact

Four possible impacts should be considered as part of the assessment:

**Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.

**None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.

**Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.

**Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Using the guidance provided above, complete the following table:

Sex/Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		✓		
Men		✓		
Age		✓		

Disability	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Visually impaired		✓		
Hearing impaired		✓		
Physical disability		✓		
Specific Learning difficulties		✓		
Global learning difficulties		✓		
Autistic Spectrum Disorder		✓		

Any other disability - various		✓		
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Race	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
White		✓		
Other minority groups		✓		

Other Protected Characteristics	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Religion and Belief		✓		
Sexual Orientation		✓		
Gender Reassignment		✓		
Pregnancy & Maternity		✓		
Marriage & Civil Partnership		✓		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

**8. Is there anything that cannot be changed?**

What cannot be changed?	Can this be justified?	If so, how?
n/a		

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

Link to the Code of Conduct regarding exceptions to the 'no hats/hoods/coats/scarves' rule to remove any adverse impact related to disability and religion and belief.

**DISTRIBUTION: Copies of the final E&DIA should be sent to:**

Jan Hutt - Director of HR  
 Patrick Leavey - Deputy Principal – Teaching, Learning & Success  
 Quality Improvement Team Administrator

**And** to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum.

# APPENDIX B

## 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  Date: 19/6/18
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<b>AUDIENCE (select appropriate with v)</b>				
Managers	<input checked="" type="checkbox"/>	Curriculum teams	<input checked="" type="checkbox"/>	Business Support teams
All staff	<input checked="" type="checkbox"/>	Suppliers		Partners
Other - Students	<input checked="" type="checkbox"/>			

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

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
Name: Quality Office – Jenny Thorpe	Job title: Assistant Principal Teaching, Learning and Quality	Date: 20/6/18

