

# Student Attendance and Absence Guidelines



|                       |                                 |                             |                  |
|-----------------------|---------------------------------|-----------------------------|------------------|
| <b>Review Period:</b> | <b>Annual</b>                   | <b>Date approved:</b>       | <b>June 2016</b> |
| <b>Approved by:</b>   | <b>SMT or Designated Person</b> | <b>Date to be reviewed:</b> | <b>June 2017</b> |

The term 'student' relates to all those registered on a course at Hartlepool Sixth Form College, including those where learning takes place at their employer's premises.

All students are expected to maintain excellent attendance in all classes. In the first instance any absence will be considered as **'unauthorised'**. Absence will only be authorised provided the student has provided supporting evidence, and the reason for absence conforms to the categories below.

It is the student's responsibility to seek approval for absence from their Personal Tutor. In all circumstances the student must provide either in advance or on the first day of returning to college.

All absences must be supported by evidence such as an appointment card. Supporting evidence must be presented to reception before or on the day the student returns to college.

| <b>Exiting Codes</b> |                                       | <b>Impact on Stats.</b> |
|----------------------|---------------------------------------|-------------------------|
| A                    | Trip/University Visit                 | Present                 |
| P                    | Student/Parent ring in/leaves message | Absent                  |
| X                    | Class cancelled/not required          | Excluded                |
| N                    | Not required to attend                | Excluded                |
| H                    | Holiday                               | Absent                  |
| M                    | Management authorised                 | Excluded                |
| L                    | Late                                  | Present                 |

| <b>Proposed New Codes</b> |  | <b>Impact on Stats.</b> |
|---------------------------|--|-------------------------|
| O                         | Absent – no message                    | Absent                  |
| L                         | Late                                   | Present                 |
| M                         | Message left by student                | Absent                  |
| N                         | Not required to attend                 | Excluded                |
| W                         | Work placement                         | Present                 |
| H                         | Holiday                                | Absent                  |
| A                         | Authorised Absence – evidence provided | Excluded                |
| T                         | College Trip                           | Present                 |
| E                         | Exam                                   | Present                 |
| S                         | SMT authorised                         | Excluded                |

## **O – Absent – No Message**

### **L – Late**

- Students are expected to arrive promptly for all classes. Students who arrive more than five minutes after the start of a lesson will be marked as late. Persistent lateness should in the first instance be challenged by the subject/course teacher. If students persist in arriving late for lessons this should be referred to their Personal Tutor and an action plan put in place. If there is no improvement then students will be escalated through the college disciplinary process. If a student knows they will be late for a lesson in advance, they should notify their teacher

### **Late bus/ bus not running**

- It is the student's responsibility to ensure that they are at the identified pick up point at least 5 minutes before the service is due.
- Buses/coaches that are late or not running – out-of-town students contact the College as soon as possible to inform reception of lateness due to unscheduled transport problems.

## **M – Message left by Student**

## **N – Not required to attend**

### **W – Work Placement**

- Any student on work placement which has been organised by College will be marked as present. Tutors must provide a list of students on placement to registry in order for the registers to be marked.

### **H – Holiday**

- Holidays during term time are not permitted and are therefore counted as an absence.

### **A – Authorised Absence – evidence provided**

- Any student who is absent from College but is taking part in a College residential, educational visit organised by the college, attending a college examination, on work experience or undertaking self-study will be marked as college trip, exam, work experience or self-study.
- University visit or career/Connexions/job interview if notified in advance.
- Representing the college or self at a regional/national level in a sporting event if notified in advance. Proof of selection will be required.
- Medical or dental appointments that cannot be arranged outside class time must be notified in advance, with the exception of same day emergency appointments. In all cases evidence such as an appointment card or letter will be required to authorize the absence.
- In the case of an emergency medical/dental appointment, evidence such as an appointment card or letter will be required to authorize the absence.
- In the situation where a student has caring responsibilities for a family member that may well affect attendance on their course, the College would need to be notified in advance.
- A religious holiday if notified in advance.
- Attendance at a family funeral if notified in advance.
- Attendance at a probation meeting or court if notified in advance.
- Driving test if notified in advance (copy of the test letter will be required).
- Jury service.

### **T – College Trip**

- Any student who is absent from College but is taking part in a College residential, education visit organised by College will be marked as present. Tutors must provide a list of students on the trip to registry in order for the registers to be marked.

### **S – SMT Authorised**

The following categories will be accepted as prolonged personal absences with supporting evidence, for example a doctor's or hospital letter. These absences will not affect the student's attendance figure and will be marked with an (S) in the register to avoid repeated tracking by reception. The College will, where possible, work with the student and their family/carers to facilitate continued learning where possible, and by individual arrangements according to the student's situation.

- Any student who is unwell and requires a period of time at home or in hospital to recover from a more serious illness or an operation will be required to provide evidence such as a hospital appointment card or a hospital letter. For students under the age of 18 a letter from their parent or guardian to explain the nature of their illness will be acceptable.
- Absence that is a consequence of disability as defined by the Disability Discrimination Act.

### **Unauthorised Absence**

The following reasons are not considered valid for the purposes attendance monitoring. This list is not exhaustive.

- Holidays during term time
- Job commitments
- Leisure activities
- Family and other celebrations such as birthdays and weddings
- Babysitting
- Shopping
- Driving lessons
- Opticians appointments
- Employer's busy period

**Note.** Your attendance may affect your bursary payments.

### **Conditions of Progression**

- Students must have a minimum attendance of 95% and have completed all their work to be guaranteed progression to the spring or summer term or to the next stage of their apprenticeship. Where students have not satisfied this requirement, in all cases the student will be required to attend a progress interview with an appropriate College Manager to discuss any attendance/commitment to study concerns. The College Manager will decide the most appropriate action to be taken. In the case of apprentices, this may require the attendance of the employer.

- To guarantee progression to a second year of study all 16-19 students must successfully complete their study programme, this will include the main vocational course or A level subjects together with any GCSE re-sit subjects. All adult and Higher Education students will need to have successfully completed Year 1 of their course. Apprentices will need to have successfully completed the relevant elements of their apprenticeship associated with the next stage of their framework.
- Students will be deemed to have left the course if they have not attended classes for four consecutive weeks.

### **Student Attendance and Absence Management (Staff Guidelines)**

- In order to model good habits it is recommended that you are in your classroom five minutes before a class is due to begin. It's worth having a fun starter activity prepared linked to the lesson for those students who arrive to class early. There needs to be some incentive for arriving early!
- Please refer above for the classification of authorised absence. Any reason other than those listed above will not be a valid reason for absence.
- Please closely monitor punctuality of students. Students are expected to arrive promptly for all classes. Students who arrive five minutes or more, after the start of a lesson must be marked as late. Persistent lateness must be challenged in the first instance by the teacher and if necessary dealt with through the student disciplinary process.
- Subject teachers should continue to complete SIS where they have concerns about student attendance particularly if patterns begin to emerge. It is important that subject teachers work closely with the Personal Tutors and senior managers to challenge student punctuality and/or attendance.
- The Personal Tutor will deal with issues of poor attendance through one to one reviews and through the disciplinary policy.
- Any student who is absent from college for four consecutive weeks will be deemed to have left college and as such, should be removed from all registers. Please notify Registry in such circumstances.
- If a teacher is absent then whoever is responsible for covering the class register must ensure the register is marked.
- Teachers should ensure that all registers are marked at the beginning of the lesson. Teachers must not amend submitted register marks after the Friday of the week in which the class took place.
- Course and student attendance can be monitored live on the Student Information System and will be monitored monthly by the Senior Management Team.