

ATTENDANCE AND PUNCTUALITY POLICY

To benefit fully from their studies, students need to have 100% attendance on all programmes. However, we realise that in certain circumstances this may not be possible, for example, in the case of illness. We expect a student to have, at least, an 85% attendance on all courses and to be able to account for all absences.

The procedure for dealing with absence is explained to students at induction and reinforced by Subject and Personal tutors. On the first day of absence, students must telephone a named person in their Academy, explaining the reason for absence and, if known, how long it will last. This message will then be passed on to the Personal Tutor who is responsible for telling the staff who teaches that student.

Where students do not tell staff why they have been absent, The College operates a policy of Maximum Concern. In the case of full-time or substantial part-time students, the Personal Tutor should contact the student within 24 hours to find out the reason for absence. Where staff work on different sites, the process may take longer but every effort is always made to contact absent students as soon as possible. The Subject Tutor is responsible for following up student absence in the case of part-time students. If the absence is likely to be long-term, arrangements can be made for work to be sent to the student to enable them to stay on the course, if this is appropriate.

The College uses a Maximum Concern policy because we feel that early checking on student absence shows our interest in student welfare and recognises that unauthorised absence may be a signal that commitment to a programme is wavering. We follow-up absence promptly because this often helps to decrease the risk of drop-out as it can identify academic or personal problems early and these can then be addressed through the student and learning support services available. Personal tutors may wish to refer students to the Lead Tutor at this stage.

Students are told to make appointments for doctor, dentist, optician or driving lessons outside formal timetabled teaching and tutorial time, unless these are for emergencies.

At College induction, students are told about the importance of punctuality as well as throughout the year, by their Subject and Personal Tutors. Poor punctuality is discourteous and disruptive to both staff and students. However, in certain exceptional circumstances, for example, if a mature student has childcare difficulties, the Subject Tutor may be able to give permission for the student to arrive late.

Students whose attendance is poor or who are persistently late for no justifiable reason will be subject to referral and disciplinary procedures.

Students sponsored by an Employer

Where a student is sponsored by an employer and is studying in the employer's time, then it is the Subject Tutor will notify the employer of absence. Students who are studying in their own time will be contacted directly.

Work-based Learning for Youth and Adults

All tutors at the end of each lesson/day will tell the appropriate CAT Co-ordinator of any Modern Apprenticeship, Entry to Employment (E2E), New Deal and Work-based Learning for Adults absences. CAT staff will contact the student/parent/employer on behalf of The College.

As a provider and contract holder, The College has an obligation to:

- tell employers about absence of their employees, within 24 hours
- deduct proportional amounts of money for absence from those students who receive allowances.

Signed: (Rowland Foote) **Date:** 21 June 2006

Designation: Chair of the Academic Board.

Policy ref/version number SC10/V3

This policy is to be reviewed the Academic Board by September 2008.