



# *Student attendance & punctuality*

## 1 Introduction

- 1.1 We recognise that excellent attendance is essential for academic success and personal development. We expect all our students to attend all their lessons and other activities as part of their study programme, and to arrive on time and ready to learn. We recognise that good attendance habits will prepare our students for their future education and employment and help them achieve their full potential.
- 1.2 There is no substitute to being in the classroom when studying your courses. Research suggests that there is a measurable effect in outcomes where attendance drops below 90%; with students achieving at least 0.5 a grade below their projected grade. Where attendance drops below 80% students are found to achieve at least 1 grade below their projected grade. The importance of good attendance is reflected in the KEDS Framework which lays out the expectation that students should attend every session on time.
- 1.3 Registers are taken at all timetabled periods and attendance is monitored at this level rather than morning and afternoon sessions. Students will have sections of time during the day where they are not timetabled and are not required to be on the college site; as part of their development at this level, students are expected to manage this time effectively. Where students are not meeting the expectations of the KEDS Framework additional timetabled study sessions will be put onto a students timetable to support students use their time effectively.
- 1.4 Reasons should be provided for all absences from timetabled sessions and students are expected to take the responsibility to find out what work has been missed and to ensure that it is completed before the next session in that subject.
- 1.5 The member of the senior leadership team with strategic responsibility for attendance is Clare Bramall (Vice Principal). She works closely with all staff, including the Designated Safeguarding Lead (Sarah MacKenzie), Senior Tutor (Stuart Parkes) and Attendance Officer (Claire Button) to monitor and, where necessary, implement actions to improve student attendance.

## 2 Purpose

This policy is in place to ensure that student achievement is not damaged by poor attendance.

## 3 Definitions

- 3.1 Unlike schools, there is no concept of an “authorised” absence; all absences are regarded as missed learning opportunities. However, there are occasions where an absence is unavoidable and the College should be notified of these as soon as they are known using the colleges reporting procedure.

**3.2** All student absence is to be reported by parents in the first two terms of Year 12. Following May Half Term, students will take responsibility for reporting their own absences. During Year 13, students are responsible for reporting their own absences.

**3.3 To be notified in advance**

1. Medical or dental appointment which cannot be arranged outside college hours
2. Occasional care for a person if student has definite caring responsibilities
3. A religious holiday
4. Visit to university open days/interviews; a career related interview or audition
5. Unwaged work experience placement relevant to course
6. Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions
7. Attendance at a funeral
8. A driving test

**3.4 To be notified on the day as soon as possible**

1. An emergency family situation
2. Transport problems with no alternative solution
3. Isolated short periods of genuine sickness
4. Absence related to a disability which has previously been declared to the college in writing

**3.5** The following list of reasons for absence would be regarded as unacceptable; the list is not exhaustive.

1. Holidays
2. Part or full time work which is not part of the student’s programme of study
3. Leisure activities
4. Birthdays or similar celebrations
5. Babysitting younger siblings
6. Shopping
7. Driving lessons
8. Routine medical or dentist appointment in college sessions, which could be held outside college hours

## **4 Sanctions**

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**4.1** Poor attendance and punctuality levels will be addressed through the student intervention system or the fitness to study process as appropriate.

**4.2** Where there are no extenuating circumstances, students will be placed on the below stages of intervention to support them to improve their attendance. If there is little or no improvement in attendance the student will progress through the intervention system where the ultimate sanction is permanent exclusion from the College. Attendance is checked weekly, with the following actions applied:

Above 95%	90 – 94.9%	80 – 89.9%	Below 80%
No action needed	Stage 1: Contact home via text or email.	Stage 2:	Stage 3: FD/ST Monitoring Parental Meeting

	Attendance Officer/PT contact student to highlight concerns	LT monitoring with clear targets set for improvement. Parental meeting	If no improvements, risk of permanent exclusion
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**4.3** Where attendance drops below 90% due to ongoing health issues, consideration will be given to access support through the [fitness to study process](#).

**4.4** If attendance has been an issue over a substantial part of an academic year and is below 90% with no extenuating circumstances, the following sanctions may be imposed:

1. Paying exam entry fees
2. Refusal of progression into year 13
3. Refusal of restart requests

## 5 Equality Impact

The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
February 2022	February 2022	N/A	N/A	February 2025	Vice Principal: Curriculum & Quality made updates to policy in September 2023 & January 2024