

## Attendance Policy

<i>Date of Policy</i>	<i>November 2008</i>
<i>Updated</i>	<i>August 2011</i>
<i>Approved by Principal(s)</i>	<i>Yes</i>
<i>Review Date</i>	<i>August 2012</i>
<i>Key Staff</i>	<i>Vice Principal, Head/Dir Welfare, Attendance staff,, Programme Directors, Senior Tutors, PTs, Tutors, SLG</i>
<i>Lead on Updating Policy</i>	<i>Kerry Cosson- Head of Welfare</i>
<i>Appendices attached</i>	<i>1.Register Codes 2. Procedure for Missing CSA students 3. Reports produced 4. Attendance Monitoring Flowchart 5.Behaviour Policy</i>

### Policy Statement

Good attendance at the college is necessary if students are to fulfil their potential. It is a statutory requirement for CSA pupils, and students entering the UK with a visa. The policy should reflect the age range of students attending the college: CSA, 16-17yrs and 18+yrs.

### AIMS

1. To maximise student attendance in order to promote student achievement.
2. To provide accurate daily information on attendance through efficient use of registration systems.
3. To facilitate monitoring of patterns and absence.
4. To ensure prompt and effective liaison with Personal Tutors, parents and agents and ensure Personal Tutors and Pastoral staff are proactive in following up issues.
5. To comply with the OFSTED guidelines on school attendance and ensure accurate reporting to parents and the Executive Committee.
6. To comply with the UK Border Agency's requirements for Tier 4 and other UK visas

### RESPONSIBILITIES OF STAFF

7. All staff will follow procedures for checking student non-attendance, based on a shared understanding of registration codes, authorised/unauthorised absence and an understanding of the differences between over and under 16 and 18 students etc.
8. Authorised absences are mornings or afternoons away from College for a good reason like illness or an unavoidable cause. Unauthorised absences are those which the College does not consider reasonable and for which "no leave" has been given.

9. Registers will be marked within ten minutes of the start of the lesson and checked by the AA/AM. All under-18 students are monitored closely and absences reported directly to the attendance team. An hourly attendance email is sent out for all students aged 17 and below with CSA students highlighted in green for immediate follow up.
10. Every Wednesday an unmarked registers report is sent to all teaching staff which is followed up by Attendance staff. Teaching staff are reminded twice about an unmarked register, and then it is reported to the Vice Principal for disciplinary action.
11. The Attendance Team will liaise weekly and include other relevant staff to plan appropriate strategies for the resolution of individual student absences involving the application of internal and external processes.
12. Attendance statistics will be published according to statutory and college requirements – see Appendix 4
13. The college target for yearly attendance figures will be 85-90 % and will seek to improve student attendance year on year.
14. The College will observe the requirements of the UK Border Agency. This will include being proactive in monitoring student attendance and ceasing to sponsor students who continue not to meet attendance requirements.
15. The college will report all unauthorised non attendees to the UK Border Agency once they have missed 10 consecutive contact points. A contact point is defined as an entire day (Monday to Friday) for this purpose. In addition to timetabled classes, contact points will also include meetings with residential staff or other college welfare staff.
16. A student who is reported to the UK Border Agency for 10 missed contact points may, in exceptional circumstances, be allowed back into the college and it does therefore not signify that the college has ceased sponsorship. Student will be required to document any reason for the absences and continued sponsorship will be at the discretion of the Principal.
17. New tutors will receive an induction on their role in attendance matters regarding authorised/unauthorised absence
18. Where strategies in place do not lead to improvement a clear change in policy will be instituted which may include:
  - Personal hourly lesson checks by attendance staff
  - Daily collection of student from accommodation
  - A formal attendance meeting with the LEA at which the possibility of court action may be raised if the student is British and under the age of 16.
  - Increase in discipline stage
  - Meetings with senior staff
  - Academic warning letters. After a Stage 4 warning the student may be subject to expulsion.
19. There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement, family pressures, simply poor attendance etc) when we

need to be proactive to ensure the threads of good attendance are quickly picked up and the student is well supported in this. Clearly every case must be judged on its merits but the following strategies should be automatically considered

- Staff awareness so there can be individual response to student need.
  - Some work set and marked prior to return under the management of the Personal Tutor overseen by the Director of Studies
  - Enhanced monitoring attendance on return, perhaps through the Daily Report system to encourage and motivate the student in success.
20. Late return to the college or early departure caused by flight schedules will need to be sanctioned by the college on an individual basis only when there is very good reason.
21. The college recognises that certain multi-cultural and mixed faith community religious festivals will fall in term time and may be recognised locally as a significant day and as such will be counted as authorised absence.
22. Students over the age of 18 – parents will be contacted directly with regards to attendance issues as per the Terms and Conditions of the College.
23. Students falling below 90% attendance will have their attendance monitored closely through use of the Discipline Levels and other relevant strategies.

### **Individual Staff Responsibilities**

#### **Teachers**

It is the teachers' responsibility to mark students as absent or present for every class using the Magellan management information system. The register should be marked in the first 10 minutes of each lesson. If the reason is known by the teacher for the student absent then the appropriate code is to be entered into the system. A list of codes is shown at the end of this document. Teachers are not allowed to enter Medical marks or exam marks

#### **Personal Tutor**

1. The tutor will receive an email from the AA/AM if the student attendance falls to 90%. The Tutor reviews with a student the absences during the weekly tutorial period. The tutor and student will agree an improvement plan on attendance and set targets. A log entry must be made on Magellan under the 'Conduct' tab.
2. If student attendance does not sufficiently improve (this will be monitored by the AA/AM and PT informed) the personal tutor can implement the following sanctions with the support of the Welfare Team:
  - a) Supervised study/detention
  - b) Place student on report
  - c) Gate the student to residence
  - d) Exeat refusal for under 18s
3. If student attendance fails to improve (after above) then the Personal Tutor can authorise a stage 1 and then stage 2 warning letter/s (to be prepared by the AA/AM)

**College Attendance Administrator (AA) Attendance Manager (AM) and Tutors**

It is the responsibility of the college AA to ensure that all registers are marked and recorded on UNIT-e. For CSA students the register should be checked at 09:00 each teaching day. If there are missing records then the AA should inform the Head/Dir of Welfare or AM (Cambridge) If a student is absent then in accordance with appendix 1 the AA/AM should inform the appropriate person.

The AA/AM will publish a list of missing students on the student noticeboard in order for students to identify when they have been marked absent, and, if necessary, see the AA/AM to explain reason.

The AA compiles the following reports:

- Daily absence report – emailed to Hall Supervisors at 5pm
- Discipline Level report every fortnight
- Hourly Absence report – texted students re absence
- Fortnightly report to students – on main notice board
- Weekly report to Personal Tutors
- Unmarked registers report on a Wednesday

These reports are checked and auctioned as necessary by the Welfare /Attendance team. The following procedure will be implemented when the students reach the following attendance levels in the College.

Student attendance at:

- I. 90 - 95%- Automatic email sent to student fortnightly via student email - template appendix 5- Stage 0 instigated by PT – template appendix 6 AA/AM email PT to discuss attendance drop with student.
- II. 89-85% - Stage 1 Instigated AA/AM emails PT and send Stage 1 warning letter for approval
- III. 84-80% - Stage 2 Instigated AA/AM emails PT and informs PT that a Stage 2 is required and sends relevant documents. AA/AM sends students warning letter and email a cause for concern letter to parent/agent.
- IV. 79-75% - Stage 3 Instigated AA/AM emails Head of Welfare/Programme Director/Senior Tutors.
- V. 74% - Staff leading Stage 3 with student speak to Vice Principal and move student up to a stage 4
- VI. If there is no improvement in attendance, students will meet with the Principal to discuss attendance and instigating of Stage 5 discipline level.

The Attendance Administrator (AA) and Attendance Manager (AM) is also responsible for spotting trends, and checking for regular absence patterns which could give rise to concern.

**The Head/Dir of Welfare/ Attendance Administrator**

Is responsible with the residence staff for ascertaining if a student has slept in the college accommodation / host family and reporting his/her finding to the VP. The Head/Dir of Welfare may also instruct the Welfare Officer/AA/AM to investigate student absences and related issues, depending upon the circumstances.

The Head/Dir of Welfare and the Attendance Administrator will implement Stage 3 of the disciplinary process. The process is as follows:

- I. Meet student and discuss attendance
- II. Liaise with PT and Senior Tutor (Canterbury) Programme/Curriculum Director (Cambridge)
- III. Implement action plan with student to raise attendance
- IV. Inform parents through Cause for Concern letter (Programme Director – Cambridge)
- V. Monitor Action Plan with students and PT input
- VI. Record action plan on Magellan and monitor through AA/AM

**Vice Principal**

Is responsible for the operation of overseeing the attendance system. He/she receives information from other college staff and takes appropriate action in accordance to the appendices. It is the responsibility of the VP or in his/her absence the Attendance/Head/Dir of Welfare to inform the Police, agents and parents of any serious absences.

The Vice Principal will intervene at Stage 4 of the disciplinary/attendance process and:

- I. Liaise with the HW/AM.
- II. Meet with the student and the HW/AM
- III. Action plan with student and HW/AM raising attendance
- IV. Inform parents/agents via cause for concern letter
- V. Meet weekly with student and HW/AM to review Progress
- VI. Record action plan on Magellan and monitor through AA/AM

**Principal**

Is responsible for making the final decision on whether a student will be expelled for continued poor attendance. Following a Stage 4 warning a student will be required to meet weekly with the VP. Progress will be tracked carefully and failure to improve will be dealt with by the Principal. Whilst students will be supported to improve their attendance, a continual failure to improve will be taken very seriously. For the purposes of Tier 4, a student will cease to be sponsored by the institution in the case of being expelled.

**Exeats**

When students have a planned absence from College or are staying out beyond published times for them to be back in residence, an electronic Exeat form has to be completed. This has to be approved by the Personal Tutor, Parent/s (if under 18) and Senior Staff (Prog Dir, Head/Dir Welfare, Snr Tutor etc). Magellan holds copies and these reports go automatically to Residence staff.

Students are checked each night that they have returned to their accommodation, and if they are not present, the Missing Student protocols come into action.

The College reserve the right to decline exeat requests for all students if there is a welfare issue or in line with the disciplinary process. When an Exeat is submitted it does not mean an absence is authorised. Authorisation is given by Attendance, Welfare and Senior Staff.

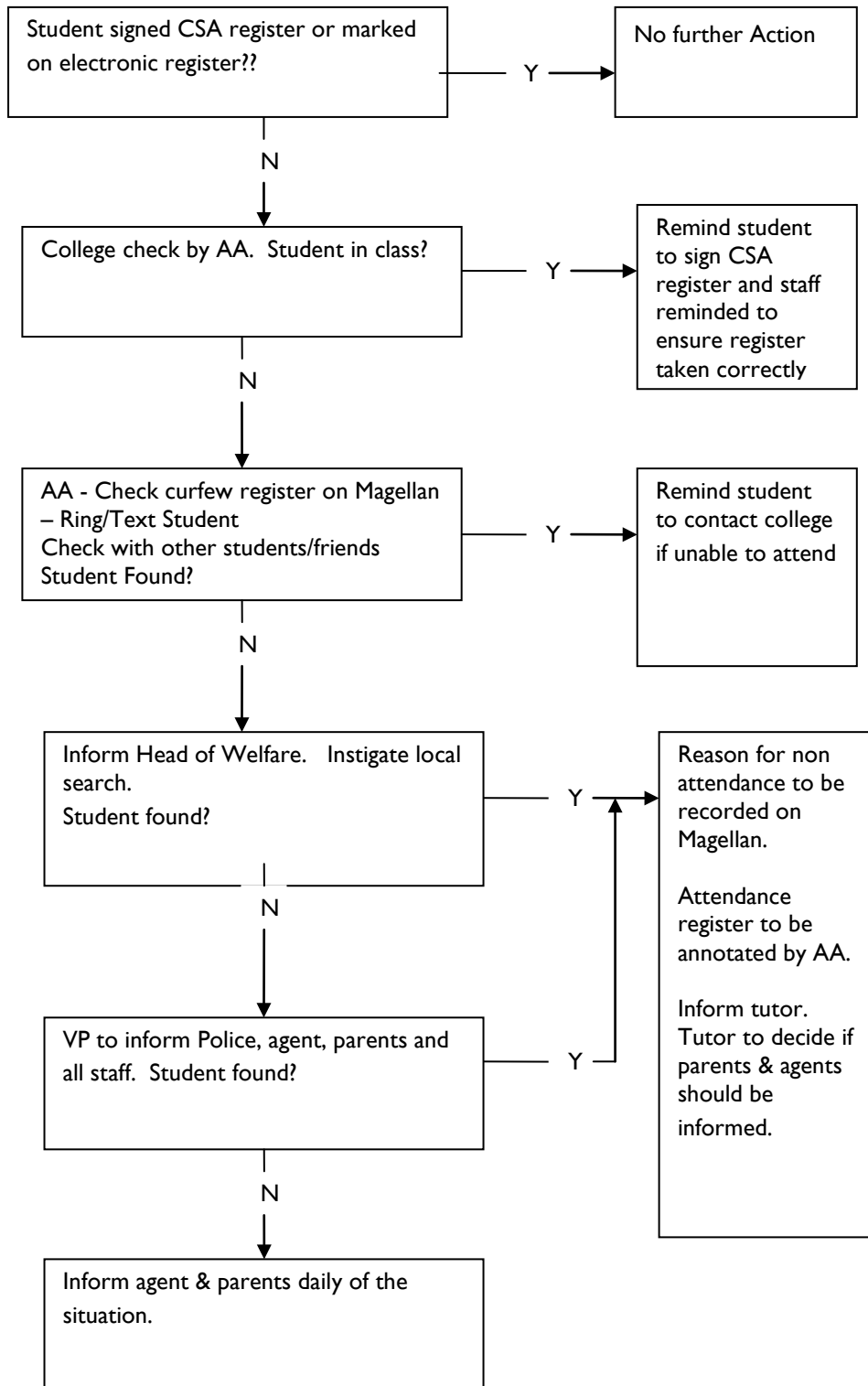
## Appendix I

### Register Codes

<b>Code</b>		<b>Meaning</b>
/	Student Present	Present
O*	Authorised Absence	Authorised
L	Late (more than 10 minutes after the start of the lesson)	Present
H*	Holiday (Late back / Early Leave)	Unauthorised
U*	Unauthorised absence	Unauthorised
S*	Suspended	Null
A	Unauthorised Absence (various reasons)	Unauthorised
E*	Interview / Educational Visit – university or higher education purpose	Authorised
X*	Academic Field trip – used when students miss a class but they are present on a trip with another member of staff	Present
W*	Withdrawn (student has withdrawn from this class)	Null
B*	Sitting an Exam	Present
P*	Postponed class	Null
C*	College Closure (Snow day/Bank Holiday)	Null
Z*	Not Expected in the class	Null
T*	Transferred	Null
M*	Medical/Dental	Authorised
N	Not here (optional lesson)	Null
I*	Induction	Null

**Appendix 2**

**Compulsory School Age (CSA) Student registration**



**Appendix 3**
**Attendance Reports – From January 2011**

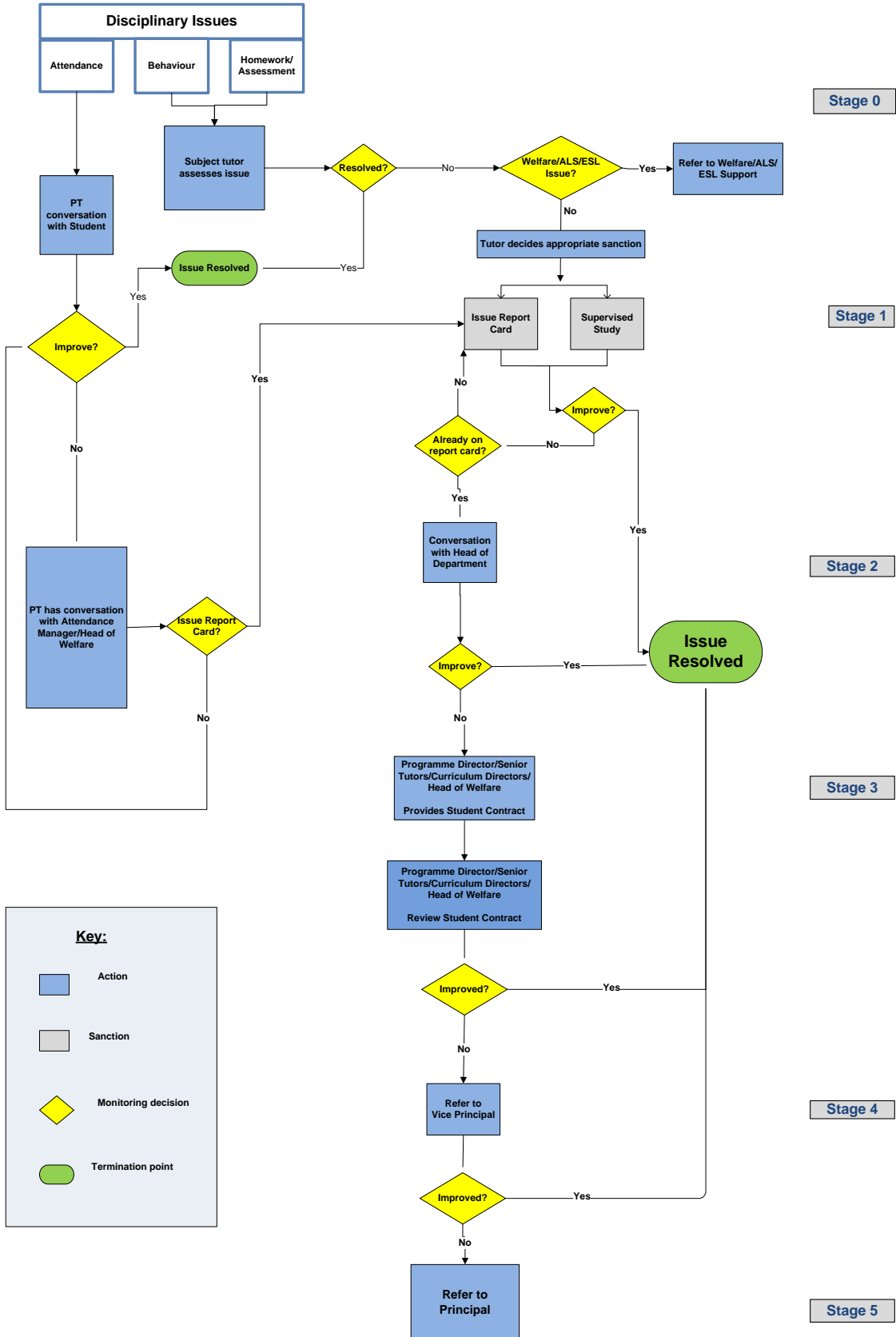
The following reports are generated by attendance staff/Data Manager. Reports are discussed by key staff who take action as appropriate. Action needs to include:

- Celebrating success – Head of Dept, PT highlight and praise student success in their areas
- Checking with Welfare Teams if there are issues with low attendees
- Subject and Welfare staff alerting student to low subject attendance and how it will impact on their reports, visas and grades

The aim is to **tackle attendance from all angles** – the PT, Head of Dept, Welfare staff, Subject Teacher, VP and DOS to encourage the development of strong habits in students to ensure success.

<b>Report Generated</b>	<b>Frequency</b>	<b>Who for – Acted on by:</b>
<ul style="list-style-type: none"> <li>• Reporting on attendance by nationality, ethnicity and gender</li> </ul>	Report up to last day of half term or last day of term	<ul style="list-style-type: none"> <li>• VP and delegated staff as needed <b>(By Attendance Administrator)</b></li> </ul>
<ul style="list-style-type: none"> <li>• Group attendance in subject areas:</li> </ul>	Half termly	<ul style="list-style-type: none"> <li>• Heads of Dept <i>(summary by group and then overall percentage. Individual student attendance made available to HOD to check problems at deeper level)</i> VP <i>(group summary)</i> <b>(By Attendance Administrator)</b></li> </ul>
<ul style="list-style-type: none"> <li>• Weekly report to PTs on attendance of their students at lessons in the past week</li> </ul>	Run every Sunday night	<ul style="list-style-type: none"> <li>• <b>Automatic Report</b></li> </ul>
<ul style="list-style-type: none"> <li>• PT/Personal Development student attendance by PT group</li> </ul>	Fortnightly	<ul style="list-style-type: none"> <li>• Sent to Senior Tutor at Canterbury and PD at Cambridge</li> </ul>
<ul style="list-style-type: none"> <li>• Fortnightly email sent to students who are below 95% or 90% in the previous 2 weeks</li> </ul>	Fortnightly	<ul style="list-style-type: none"> <li>• For Personal Tutors and students</li> </ul>
<ul style="list-style-type: none"> <li>• Email sent to student every time a lesson is missed</li> </ul>	Hourly	<ul style="list-style-type: none"> <li>• Automatic. <b>Trips and Exams</b> must be entered well in advance, then corrected when registers collected on the day. <b>Medical</b> as soon as possible</li> </ul>
<ul style="list-style-type: none"> <li>• RAG report printed fortnightly on board showing students their attendance figures over the past 2 weeks</li> </ul>	Fortnightly	<ul style="list-style-type: none"> <li>• On notice board</li> </ul>
<ul style="list-style-type: none"> <li>• Automatic email sent to Welfare/ Attendance Staff whenever a CSA student misses a lesson or under 18s miss two lessons</li> </ul>	Hourly	<ul style="list-style-type: none"> <li>• For /Attendance/Head/Dir of Welfare <b>(Automatic)</b></li> </ul>
<ul style="list-style-type: none"> <li>• Daily report showing students not present in any lesson that day</li> </ul>	Daily 4pm	<ul style="list-style-type: none"> <li>• Goes to Head/Dir of Welfare</li> </ul>
<ul style="list-style-type: none"> <li>• Overall College attendance for am/pm and overall for each week, then monthly overall total on same sheet</li> </ul>	Monthly	<ul style="list-style-type: none"> <li>• VP. Produced by Data Manager. Data presented to SLG and BUMS as appropriate <b>(By Attendance Administrator)</b></li> </ul>
<ul style="list-style-type: none"> <li>• Overall College late marks – report run to show all late marks that have been inputted in set period</li> </ul>	Half Termly	<ul style="list-style-type: none"> <li>• Senior tutors to action worst offending late students – inform them of their level in college and question their reasons for multiple occurrences.</li> </ul>

Appendix 4





Appendix 5

**Please see Warning Stages in the Behaviour Policy**