



# **Aylesbury College Attendance and Punctuality Policy and Procedures 2016/17**

Responsible Officer: Curriculum Director Student Success  
Date: September 2016  
Date of Review: August 2017  
Policy available: Staff Intranet/Cloud  
Policy Authorised by: Operational

## **Attendance and Punctuality Strategy**

### **Purpose**

All students should aspire to have 100% attendance and punctuality. Improving attendance and punctuality improves achievements and supports students to achieve their full potential. Attending all lessons on time is an essential behaviour in preparing students of all ages for work. The KPI for attendance across college for 2016-17 is 93% and this must be the minimum target for all students.

### **Supporting Attendance and Punctuality**

The work to develop positive behaviours towards attendance and punctuality will begin during induction activities. The Principal's Welcome will focus on the vital importance attendance has on achievement. Teachers in all induction lessons and performance coaches in the tutorial induction will explain the importance of attending all sessions, arriving punctually and prepared for learning. This will prepare and support the student to ensure they are able to learn, achieve and prepare for the world of work.

Students attend sessions throughout their week across a range of provision in college including vocational sessions, tutorials, English, maths, directed study and AME (additional maths and English). All staff working with students will need to communicate effectively to ensure students are supported to improve on any poor attendance that falls below 93%

Students identified before enrolment of being at risk of poor attendance due to references or additional information gathered will be put onto the across college 'At Risk' monitoring register and they will meet with the college Safeguarding Officer to set out the clear expectations of the college.

All Teachers and Performance Coaches should role model excellence attendance and punctuality, ensuring that starts of sessions are brisk and lively with a welcome activity to encourage students to attend punctually.

Students are responsible for arriving at all lessons on time and ready to learn and for informing the Programme Leader through the Curriculum Administrator if they are unable to attend or will be late. Students must ensure they make up any learning missed due to lateness or absence.

Students who are late without prior reasons should be challenged to the reasons why by the teacher and settled into learning quickly without

disruption to others' learning. These reasons should be recorded and monitored.

All non-attendance will be followed up after every session by the curriculum administrator following the attendance procedures relevant to the programme of study set out at the end of this policy.

Students on the GREAT Ambitions Study Programme will be offered support to improve their attendance and/or punctuality. Students will be set targets for improvement by their Programme Leader and Performance Coach. These targets will be set through the student E-ILP for all staff working with the student to monitor and comment on.

19+ students will be offered support through their Programme Leader and Curriculum Manager as required.

Apprentices will be supported by their WBL Assessor working in collaboration with the Employer to identify barriers to attendance and develop strategies to improve.

Where appropriate, additional support for students not complying with targets set by curriculum staff to improve attendance and punctuality can be referred to the students' services team who may assess external agencies to support.

Where support is not successful in reducing non-attendance and/or lateness and targets are not met, the student disciplinary procedure will be invoked.

All teachers are responsible for completing their registers electronically at the start of each session (within 15 minutes) and for registering lateness.

Teachers should refer to the register handbook for guidance on completing registers, including what is meant by an authorised absence. This handbook is given to new teachers at induction or can be found on the MIS portal. Training can be provided by MIS.

## **Monitoring**

All teachers and Programme Leaders must monitor the attendance and punctuality of their students including; tutorial, English and maths sessions and Directed Study, ensuring that prompt actions are taken and recorded to address poor attendance and punctuality.

Attendance and punctuality will be monitored weekly at team meetings by Curriculum Managers through group attendance data and 'At Risk'

register. All actions to address any instances of recurring attendance and punctuality will be recorded.

Attendance will be monitored through monthly College KPI's, daily register report and termly Success Panels.

Registers will be monitored for 100% completion on a daily basis. Directorate and the Governing Body will monitor overall attendance through the College KPI's.

### **GREAT Study Programme –Attendance Strategy**

#### **Non-attendance monitoring – Roles, Responsibilities and Processes** September 2016

Responsible Person/s	Process and procedure
All teaching staff including PC's	Registers marked <b>within 15 minutes</b> of the start of a lesson
Curriculum Administrator	<p>CA will 20 minutes after lesson started be notified by Pro Solution any Attendance with <b>0</b> mark.</p> <p>CA will call parent/carer/student and record reason for non-attendance on Pro solution student notes. If the reason meets the Authorised absence criteria this <b>0</b> mark will be changed to <b>A</b></p> <p>If the absence does not meet the authorised absence criteria an <b>i</b> mark for information known will be recorded; this will flood into all registers for that day and a note will be made on the student record.</p> <p>Information will be shared with CM, PL and PC</p> <p>CA will produce daily data for CM during the first 6 weeks of the SP</p> <p>The first incident of non-attendance at any session will be immediately followed up by a first strike letter the following day if <b>0</b> mark has not been changed to <b>A</b> mark. This strike letter will include a date/time to meet with the CM and PL to discuss student's attendance issues</p>

	CA will ensure all records are kept and recorded onto Pro Solution to support any disciplinary actions taken by the CM
Student Services team	Students identified on the 'at risk' database LAC and FSM will be monitored by Student Welfare Officer and any non-attendance will be followed up within the team. Information will be shared with CA, CM, PL and PC whilst keeping confidentiality Head of Student Services with the Safeguarding and PREVENT Officer will lead on across college partnership meetings to support 'at risk' students to ensure a level of attendance that will support achievement of the Study Programme
Curriculum Manager	CM will monitor attendance daily within the Curriculum teams. Lead on non-attendance meetings with parents/carers and student to set the clear expectations of the Study Programme. Continue to lead on following up with individuals who begin to drop below 95% attendance. Work with the Head of Student Services to support 'at risk' students to ensure a level of attendance that will support achievement of the Study Programme CM will lead on following the disciplinary process
Programme Leader	Programme Leaders will act on incidents of non-attendance immediately when notified by the Curriculum Administrator. PLs will attend along with CM meetings with parents/carers and students to address non-attendance. Persistent non-attendance that requires support from Performance Coach will be initiated by the PL PL will support the PC to develop the most effective strategies for each individual student and update the differentiated profile as appropriate
Performance Coach	Performance Coaches will lead on developing processes to support students to attend their

	<p>Study Programme. PCs will work with students with less than 95% to identify the barriers to attendance and develop strategies and action plans to improve. PCs will liaise with CMs, PLs and Student Services to develop the most effective strategies and monitor these.</p> <p>All actions and progress will be recorded on student E-ILP</p> <p>PC's will attend CM team meetings to feedback progress</p>
Curriculum Director	<p>CDs will be responsible for ensuring that withdrawals have been scrutinised thoroughly and all alternative options will have been discussed with student, parent/carer and CM before withdrawal is processed. Actions taken <b>will</b> be recorded onto the student notes in Pro Solution.</p>

## 19+ Part Time and Full Time Programmes –Attendance Strategy

### Non-attendance monitoring – Roles, Responsibilities and Processes September 2016

Responsible Person/s	Process and procedure
All staff	Registers marked <b>within 15 minutes</b> of the start of a lesson
Curriculum Leader	<p>CL will act on incidents of non-attendance as soon as possible after the session. They will call the student to ask for an explanation for non-attendance. If the student can evidence reasons that meet the Authorised Absence criteria they will inform their CM and CA via an e mail.</p> <p>The CL will lead on non-attendance meetings as required and ensure the disciplinary procedure is followed.</p>
Curriculum Administrator	<p>CA will change <b>O</b> Mark to <b>A</b> if Authorised absence criteria is met.</p> <p>If the absence does not meet the authorised absence criteria an <b>i</b> mark for information known will be recorded; this will flood into all registers for that day and a note will be made on the student record.</p>

	All records are kept and recorded onto Pro Solution to support any disciplinary actions taken by the CM
Curriculum Manager	CM will monitor attendance weekly. Support the CL in non-attendance meetings with student to set the clear expectations of college attendance. Monitor and follow up with individuals who begin to drop below 95% attendance. CM will support the CL through the disciplinary process with the student.
Curriculum Director	CDs will be responsible for ensuring that withdrawals have been scrutinised thoroughly and all alternative options will have been discussed with student, PL and CM before withdrawal is processed. Actions taken <b>will</b> be recorded onto the student notes in Pro Solution.

## **GREAT Apprenticeship Programme –Attendance Strategy**

**Non-attendance monitoring** – Roles, Responsibilities and Processes  
September 2016

**COLLEGE ATTENDANCE TARGET 93%**

Responsible Person/s	Process and procedure
All staff including assessors, vocational and Functional Skills	Registers marked <b>within 15 minutes</b> of the start of the session
Apprenticeship Engagement and Recruitment Administrator	Apprentice Administrator will 20 minutes after the lesson has started be notified by Pro Solution of any Attendance with <b>O</b> mark. Administrator will call parent/carer/student and record reason for non-attendance on Pro- solution student notes. If the reason meets the Authorised absence criteria this <b>O</b> mark will be changed to <b>A</b> If the absence does not meet the authorised absence criteria an <b>i</b> mark for information known will be recorded; this will flood into all registers for that day and a note will be made on the student record.

	<p>Information will be shared with Head of WBL, Operational Manager and relevant Assessor</p> <p>The first incident of non-attendance at any session will be immediately followed up by a first strike letter to the student copied to employer if <b>O</b> mark has not been changed to <b>A</b> mark. Administrator will ensure all records are kept and recorded onto Pro Solution to support any disciplinary actions taken by the Head of WBL</p>
Student Services team	<p>Students identified on the 'at risk' database LAC and FSM will be monitored by Student Welfare Officer and any non-attendance will be followed up within the team.</p> <p>Information will be shared with Head of WBL, Operational Manager, Assessor and Curriculum Manager (vocational area) whilst keeping confidentiality</p> <p>Head of Student Services with the Safeguarding and PREVENT Officer will lead on across college partnership meetings to support 'at risk' students to ensure a level of attendance that will support achievement on the Apprenticeship programme</p>
Head of Work Based Learning	<p>Head of WBL will monitor attendance daily for college attendance. Lead on non-attendance meetings with employers, parents/carers and student to set the clear expectations of the Apprenticeship Programme. Continue to lead on following up with individuals who begin to drop below 95% attendance.</p> <p>Work with the Head of Student Services to support 'at risk' students to ensure a level of attendance that will support achievement of the Apprenticeship framework</p> <p>Head of WBL will lead on following the disciplinary process with employer</p>
Work Based Learning Assessor	<p>WBL Assessor will act on incidents of non-attendance immediately when notified by the Administrator. They will attend along with Head of WBL as required with employers, parents/carers and students to address non-attendance.</p> <p>Persistent non-attendance must be followed up with employer</p>



Curriculum Director	CDs will be responsible for ensuring that withdrawals have been scrutinised thoroughly and all alternative options will have been discussed with student, parent/carer, employer and Head of WBL before withdrawal is processed. Actions taken <b>will</b> be recorded onto the student notes in Pro Solution.
---------------------	--

### **Authorised absence criteria**

A student's non-attendance **O** mark will only be changed to **A** authorised mark in the following criteria and is evidenced within Pro Solution

- Hospital Appointment including orthodontist confirmed by parent/carer
- Emergency health appointment confirmed by parent/carer
- University visits
- Job Interviews including for Work Experience
- Driving Test
- Appointment with outside agencies as agreed with Programme Leader, Performance Coach and/or Student Services
- Religious holiday
- Compassionate leave i.e bereavement of a close family member and/or funeral of family or close friend, as agreed by Curriculum Manager

### **GREAT Study Programme –Attendance Strategy**

**Supporting Students to attend regularly** – Roles, Responsibilities and Processes September 2016

Responsible Person/s	Process and procedure
Curriculum Manager	Students who after 6 weeks continue to have less than 95% attendance will be supported to identify their barriers by a Performance Coach. The CM will lead on ensuring that the strategies developed by the PC and student will lead to successful achievement and progression. Collate student feedback on all aspects of their Study Programme to support high

	<p>student satisfaction of all aspects of the Study Programme</p> <p>CM will use data to identify any patterns of poor attendance and working with colleagues to make improvements based on student feedback.</p> <p>CM will lead on ensuring the college disciplinary Process and procedure is used effectively</p>
Programme Leader	<p>PL will use data effectively to be able to report on attendance data for every student on their Study Programme</p> <p>PL will support the PC to develop the most effective strategies for each individual student and update the differentiated profile as appropriate</p> <p>PL will work with the PC to support agreed strategies by the student to improve attendance.</p> <p>PL will work with the CM to ensure the college disciplinary Process and procedure is used effectively</p>
Student Services team	<p>Head of Student Services will lead on planning GREAT Attendance and Support meetings for any student dropping to below 90% attendance. These meetings will focus on developing personalised action planning to improve attendance to a level that will support successful achievement and progression.</p>
Performance Coach	<p>Performance Coaches will lead on developing processes to support students to attend their Study Programme. PCs will work with students with less than 95% attendance to identify the barriers to attendance and develop strategies and action plans to improve.</p> <p>PCs will liaise with CMs, P's and Student Services to develop the most effective strategies and monitor these.</p> <p>All actions and progress will be recorded on student E-ILP</p> <p>PCs will attend CM team meetings to feedback progress</p>

Curriculum Administrator	CA will monitor all disciplinary procedures and record these onto Pro Solution CA will work with CM to keep everyone working with an individual student informed of progress being made
Learning Development Advisor	LDA's will be informed of all monitoring involving their key students LDA's will feed into actions planning and meetings as required by the PL, CM and/or Student Services team