

# ATTENDANCE POLICY

<b>Audience:</b>	<b>STUDENT</b>
<b>Requirement:</b>	<b>ESSENTIAL</b>
<b>Policy Owner:</b>	<b>Director of Student Experience</b>
<b>Review Delegation:</b>	<b>SLT</b>
<b>Review Cycle:</b>	<b>Every 2 years</b>
<b>Last Review:</b>	<b>January 2025</b>
<b>Due for Review:</b>	<b>January 2027</b>

# **SOUTH HAMPSHIRE COLLEGE GROUP**

## **ATTENDANCE POLICY**

### **1.0 Statement of Principles**

SHCG is committed to ensuring all students have an outstanding experience during their time at college and achieve to their full potential. The College recognises the importance and value of outstanding attendance and punctuality to students achieving success, including progression and next steps. Frequent absences and/or lateness impact upon student achievement as well as the acquisition of behaviours required for the work place. It may also lead to non-achievement and withdrawal from college.

The policy aims to manage attendance and punctuality issues to maximise learning and the achievement of qualifications, and to ensure students are prepared for their future pursuits in education and the world of work.

All students will be made aware of this policy and the College's approach to monitoring and managing attendance and punctuality and will be informed of the colleges right to withdraw a student from their studies where they fail to meet attendance targets.

### **2.0 Scope**

- 2.1 This policy applies to all staff employed by the College with a responsibility to record, monitor and report on attendance. All students enrolled with the College to maximise their success and progression to employment or higher levels of study.
- 2.2 For the purpose of this policy, apprentices are included in the term 'student' and student refers to all students 16-19 and 19 plus.
- 2.3 NOK to included Parent, guardians, carers are considered within this policy as are where appropriate employers and local authorities.
- 2.4 Attendance refers to all elements of a students' study programme including maths and English. Any student under the ages of 19 (or 23 when in receipt of an EHCP) who has not obtained a Grade 4 GCSE in maths and/or English is required to attend English and Maths classes.

### **3.0 Detail**

#### **3.1 Legislative Responsibility**

It is our responsibility to monitor the attendance of all students through registration, the register is a legal and auditable document.

SHCG are accountable for safeguarding all young students and vulnerable adults and attendance monitoring is a vital tool in enabling this responsibility and meeting our statutory responsibilities.

## 3.2 Policy

The College process must be followed whenever a student's attendance and/or punctuality falls below the expectation of the College either in week or on a rolling basis. Any process may also be followed at the request of a class teacher or personal tutor whereby a student;

- fails to provide a suitable explanation for non or poor attendance/punctuality.
- who has been absent cannot be contacted or is non-responsive to contact from their class teacher or personal tutor.
- attendance/punctuality remains above college target, but patterns of poor attendance/punctuality are emerging.
- fails to provide a suitable explanation for non or poor attendance/punctuality.

- 3.2.1 Where the college processes are followed and intervention is required staff must ensure that Next of Kin (NOK) are informed from Stage 1 of any interventions.
- 3.2.2 Where a student under the age of 18 who has an EHCP is absent without notification, NOK as well as the Additional Learning Support (ALS) Campus Lead will need to be notified to ensure where appropriate contact with the Local Authority can be made.
- 3.2.3 For our most vulnerable students the college introduced the Urgent Attendance Alert Register (UAAR) for which NOK consent is required. It is the responsibility of the staff to inform safeguarding teams if any student named on the UAAR does not arrive to lesson and contact with parent or NOK will be attempted each time.
- 3.2.4 Non-attendance on a daily basis will trigger an automated text message that is sent to the student's primary NOK. This will be the case even when an absence is notified.
- 3.2.5 SHCG is committed to celebrating outstanding attendance or outstanding efforts to improve attendance. 100% attendance and most improved attendance will be recognised throughout the academic year to inspire and motivate our students.
- 3.2.6 Although the College is committed to supporting students to improve their attendance and punctuality; the College also reserves the right to withdraw a student from their course where attendance and punctuality fails to meet expectations and where they have reached the final stage of the Behaviour Management or Fitness to Study Policy. This is because it is the intention of SHCG to develop the behaviours necessary to be successful in the world of work and for our practices to reflect that of employment.
- 3.2.7 Where a student fails to attend their course following enrolment or where there are four weeks non-attendance without explanation, Senior Leadership teams reserves the right to approve the withdrawal of a student from their course.
- 3.2.8 For the purposes of this policy, persistent lateness is treated as an attendance issue, and students with punctuality below the college target will be subject to the terms of this policy.
- 3.2.9 Online, hybrid learning, trips, work experience or industry placement will be treated in the same way as attendance to face to face classes. Where a student is absent from work experience or industry placement it is the responsibility of the parents/carers (if under 18 years of age or has an EHCP) or the students (if 18 or over at point of enrolment) to contact the work placement and the work experience team regarding reason for absence.

### 3.3 Responsibility

- 3.3.1 All students have a responsibility to attend all their classes, and to notify their teachers if they are running late or not able to attend.
- 3.3.2 Students under the age of 18 at the start of their programme or who have an Education, Health and Care plan (EHCP) it is the responsibility of the NOK to notify absence via the SHCG website or by calling the College reception.
- 3.3.3 The NOK should repeat this for each day of absence or for cases of extended absence, contact the course tutor to discuss the students return date.
- 3.3.4 Students over the age of 18 at point of enrolment should notify absence via the SHCG website or by calling the College reception.
- 3.3.5 Students should repeat this for each day of absence or for extended absence, discuss with their personal tutor their expected return date.
- 3.3.6 All absences are unauthorised until they are supported with evidence from their NOK or relevant organisations. Authorised absences may still affect overall attendance rates.
- 3.3.7 All members of staff are responsible for the attendance to their classes. They must take responsibility for the attendance of their own students and must be able to demonstrate that they have implemented the relevant attendance and punctuality process along with the Behaviour Management Policy or Fitness to Study Policy.
- 3.3.8 Subject teachers are responsible for the direct student follow up following notification of absence and should be alerting the relevant members of staff where students are UAAR, care experienced or have an EHCP.
- 3.3.9 Personal Tutors are responsible to follow up persistent attendance issues directly with students NOK and should implement where appropriate the Behaviour Management Policy.
- 3.3.10 All staff are to report and record in line with college processes using the college systems.
- 3.3.11 The Safeguarding Attendance Officer is responsible for sharing with managers the report of those students who persistently non attend across a weekly period. They will track and monitor those students on the UAAR and update college systems on any absence notifications that come via the website or college reception (for their campus).
- 3.3.12 All managers are to monitor attendance for their relevant areas of responsibility ensuring they themselves and teams follow the most appropriate processes. They are responsible for the tracking and monitoring of departmental attendance and ensure the necessary tools and reports are shared with their teams for specified courses, individuals and groups of students.

### 4.0 Associated Policies To be read in conjunction

- Fitness to Study Policy
- Behaviour Management Policy