

# ATTENDANCE POLICY



## PURPOSE

The college is committed to providing outstanding education and training to enable students to attain excellent achievement rates which will enable students to pursue their chosen career aspirations.

There is a clear link between students with high attendance rates and the achievement of high grades as illustrated in the table below:

Academic Year	Qualification Type	Level	Attendance Rates for Students Attaining High Grades
16/17	GCEs	Level 3	94.4%
16/17	90 Credit Diplomas	Level 3	92.6%
16/17	Extended Diplomas	Level 3	92.4%
16/17	All	Level 2	93.3%

The College maximises students' learning opportunities by:

- Setting high expectations for students' attendance and punctuality at all timetabled sessions. It is expected that student attendance is 100% of all timetabled sessions including English and maths.
- Working in partnership with students and, where applicable, their parents/carers and employers, to ensure high attendance and punctuality. Parents/guardians will receive a text to notify them of a student's absence within 30 minutes of the start of the timetabled session. Also, parents/guardians will be notified within 24 hours of their ward's absence and emailed every week where students have not attended at least one session in the previous week. See Annex A for the parent/guardian email/letter template.
- Providing support and taking action to improve attendance and punctuality where necessary. Study Programme Managers (SPMs) will monitor and intervene where students' attendance rates do not meet the minimum attendance requirements. The minimum attendance rate requirements for all students is 100%.

## SCOPE

This policy applies to all learners attending the college regardless of age, mode of attendance and/or type of programme and is supported through all curriculum areas and relevant business support areas.

## RESPONSIBILITY AND AUTHORITY

The Vice Principal Curriculum and Quality has ultimate responsibility for attendance, supported by the Directors of Curriculum, Head of Student Experience and the Director of Employer Engagement.

Day to day responsibilities for the monitoring and intervention of attendance and attendance concerns lies with Curriculum Areas Managers.

This policy is also supported by the Attendance Procedure, listing responsibilities for attendance monitoring for students, tutors, Study Programme Managers, Lead Tutors, Student and Customer Services, CAM Administrators, and Curriculum Area Managers.

## **RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

Attendance Procedure

Policy Review				
Author:	Position:	Approved by SMT	Approval date	Review date
Stephen Pyle	Head of Student Data, Funding & Customer Services	Signed: 	17.10.18	October 2020

### Document Control – Revision History (Policies only)

Author	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Jennie Ballam	Minor amendment	13.04.16	-	Y
Stephen Pyle	Amended to reflect new attendance monitoring systems	25.06.18	13.05.16	N

Initial Equality Impact Screening			
Have you consulted on this policy, service, strategy, procedure or function? <b>Yes</b> Details: Head of SE, DoCTQL			
What evidence has been used for this assessment? Meetings with HoSE			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
<b>Group</b> Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	<b>Negative impact</b>	<b>Positive impact</b>	<b>Evidence</b>
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons:			
<b>Declaration</b> We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required.  We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Jennie Ballam		Position: SCS Manager	Date: 13.04.16
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 13.05.16
<b>Comments from Safeguarding, Equality &amp; Diversity Group Review:</b>			

## Parent/Guardian Non Attendance Email/Letter Template

Date: [DATE]

Student ID: [Learner Ref]

Curriculum Area Manager: [CAM Name] [CAM Description]

Tutor: [Tutor Name]

Dear Parent/Guardian of: [Learner Name]

Yeovil College has an absence reporting system whereby we report absences and late arrivals to parents and carers automatically on a weekly basis. We hope you will find this useful.

We are letting you know that <Student Name> has missed one of their planned classes recently. We understand that you or your son/daughter/ward may have let us know that they were going to be late or absent for some reason. We notify you regardless of circumstance because our target attendance for all students is 100%, anything less than perfect attendance reduces the chance of success. Poor attendance and late arrival can also affect the chances of your son/daughter/ward progressing onto another course with us. Thank you in advance for your support in ensuring <Student Name> has the best possible attendance and a hugely successful year in 2018-19.

If you or they have not already done so, please ask your son/daughter/ward to contact their personal tutor if there are reasons for their absence or late arrival.

If you have concerns about your son/daughter/ward's progress, levels of absence or lateness please do not hesitate to contact their personal tutor by telephoning main switchboard on 01935 423921 or email [Tutor email address].

We shall be following up any concerns we have and may therefore be contacting you separately to this letter if it is thought necessary.

Whatever the reason for the absence, please help us to ensure that your son/daughter/ward catches up with all work missed.

Yours faithfully

**Mark Bolton**  
**Vice Principal Curriculum and Quality**

10/05/18 10:00 - 11:00 (1.0)	Absent			GCSE maths		
<b>Attendance Statistics</b>						
Recorded attendance for previous week:	4	4.3	hrs	Recorded attendance to date:	266	312.5 hrs
Recorded absence for previous week:	1	1.0	hrs	Recorded absence to date:	25	26.0 hrs
Percentage attendance for previous week:	80%			Percentage attendance to date:	91%	
Number of times late for previous week:	0			Number of times late to date:	5	

