

# ATTENDANCE PROCEDURES



---

## RESPONSIBILITY AND AUTHORITY

### Learners' Responsibilities:

- Learners are expected to attend all timetabled sessions on time, including any Enrichment and cross college tutorials.
- If they are absent, they or a member of their family ring the College (01935 423921 option 1), as soon as possible, before the start of their first session.
- If they know in advance that they will be absent for any reason, they should fill out a "permission to be absent" form, obtainable from the curriculum area staffroom or the Student Help Desk on the ground floor of the Learning Resource Centre This needs to be signed off by curriculum lecturer/tutor before this is authorised. Not all absences will be authorised.
- If they leave college for any reason during the day, and miss a session, they should complete a 'signing out' slip available from the curriculum area staffroom.

### Student & Customer Services Responsibilities:

- Record all phoned-in absences and input data onto the College's electronic register system.
- Inform tutors if there are concerns over the validity of calls received.
- Refer to other members of the curriculum teams, where appropriate, if there are issues which need to be addressed.

### CAM Admin Responsibilities

- Input yellow form absences/signing out slips onto the College's Electronic registers
- Send out Attendance letters:
  - Run the previous week's report
  - Remove over 18's for tutors to issue to these learners
  - Work with the tutors to identify which learners should not receive these reports e.g. long term ill health, safeguarding concerns.

### Lecturers' Responsibilities:

- Complete registers for all sessions as soon as possible.
- Inform the Tutor/Course Manager of any unexplained absences or on-going attendance concerns.
- Issue an attendance cause for concern on the student's ILP via ProMonitor where appropriate.

### **Tutors'/Programme Managers Responsibilities:**

- Complete registers for all tutorial sessions.
- Follow up all tutees with an attendance of less than 90% for the whole study programme. When the attendance target is below certain levels this is indicated on the learners badge and this is automatically pulled in from Pro Solution:
  - Excellent 95% and above
  - High 90 % – 94%
  - Low 80 % -89%
  - Very low 79% and below
- Issue an attendance cause for concern on the student's ILP via ProMonitor, where appropriate.
- Liaise with Lead Tutor, enabling Lead Tutor to be aware of 'At Risk' learners where there are significant concerns.
- Follow the disciplinary procedure
- Contact the parent/carer if there are concerns about persistent absence.


### **Lead Tutors' Responsibilities:**

- Inform CAM of any significant concerns
- To identify any learner that is at significant risk and liaise with the Head of Student Experience
- To follow the Disciplinary procedure
- Carry out any second stage warnings and communication with Parents/carers where appropriate

### **Curriculum Managers' Responsibilities:**

- To monitor and regulate attendance of all learners for whole study programme using Dashboard
- Investigate issues and instigate disciplinary procedures if necessary.

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

Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Michelle Dennett	Head of Student Experience	Signed: 	07.06.16	June 2018

Initial Equality Impact Screening			
Have you consulted on this policy, service, strategy, procedure or function? Yes Details: consultation with members of the SCS Team, CAM Admins, IT Services, Director of Teaching & Learning and Quality			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	Yes		Could impact on attendance
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: To use Health & Wellbeing Policy alongside attendance for any persons adversely affected by their disability and mental ill health which could impact on their attendance being in the intended 90% and above which also includes Fitness to Study Procedure.			
Should the procedure proceed to a full Equality Impact Assessment? No If no, please give reasons: this procedure is designed to protect all learners at the college and to be used in conjunction with the Health & Wellbeing Policy as appropriate.			
<b>Declaration</b> We are satisfied that an initial screening has been carried out on this procedure 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: Michelle Dennett		Position: Head of Student Experience	Date: 16.02.16
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 27.04.16
<b>Comments from Safeguarding, Equality &amp; Diversity Group Review:</b>			

