

Attendance and Punctuality Policy

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES



HRUC

Policy No:	S03
Subject:	Attendance and Punctuality Policy
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Person responsible:	Assistant Principal - Curriculum and Quality
Approved by:	Curriculum & Quality Board
For action by:	All managers, curriculum staff & support staff in student facing roles
For information to:	All staff, students and parents/guardians

1.0 Background

- 1.1 HRUC is committed to ensuring that each student maximises their full potential.
- 1.2 This Attendance & Punctuality Policy commits HRUC and its staff to having high expectations of all students. This means that HRUC:
 - 1.2.1 Will strive to deliver the highest quality of learning.
 - 1.2.2 Will expect all students to attend 100% of timetabled lessons punctually to benefit to the fullest extent possible.
- 1.3 HRUC will promote incentives to encourage students to attend, as well as implementing sanctions against students who do not meet these expectations.

2.0 Scope

- 2.1 The policy applies to all enrolled students and apprentices, and to all programmes managed and delivered through the authority of HRUC.
- 2.2 For full time students the policy applies to all elements of a Study Programme, including English, Maths, the substantial vocational or academic component, any support sessions, Self-Directed Study, Tutorial and work experience/industry placements.

3.0 Intent

- 3.1 The intent of this Student Attendance & Punctuality Policy is to ensure that:
 - 3.1.1 A culture of high expectations for all our students is fostered within HRUC and is integral to each student's learning experience.

- 3.1.2 Every member of staff's practice underpins this policy to maintain the culture of high expectations of our students.
- 3.1.3 Each student, as part of their induction programme, is made aware of the expectation for 100% punctuality and attendance.
- 3.1.4 Each student maximises their time with HRUC and appreciates that erratic timekeeping and attendance can disadvantage their opportunity for success and further progression.

4.0 Strategy

- 4.1 HRUC expects every student to attend every timetabled session of their Study Programme and to be ready to learn at the scheduled start of each timetabled class, in order to benefit from the prompt start time and the maximum learning time, as well as to prepare the student for the world of work, or higher-level studies. The expectation is 100% punctuality and attendance for all sessions.
- 4.2 HRUC will ensure all learning activities start promptly, run for their scheduled learning time and alternative arrangements are put in place when a lecturer has an absence (planned or unplanned).
- 4.3 In order to implement this strategy effectively:
 - 4.3.1 Staff in charge of the sessions will draw the students' attention to the expectation that they will punctually attend 100% of classes within their Study Programme
 - 4.3.2 All students will sign the Punctuality & Attendance Contract at the beginning of their Study Programme, either paper-based or electronic. The signed form will be stored.
 - 4.3.3 Tutors, Student Progression Advisors, Active Learning Facilitators and lecturers will discuss with their students during early induction the importance of HRUC's Attendance & Punctuality Policy. In particular, students will be made aware of the sanctions to be adopted with latecomers and erratic attenders.
 - 4.3.4 Lecturers, Tutors and Student Progression Advisors will emphasise the disruption caused to others when students arrive late. Staff will also commit to always being on time.
 - 4.3.5 Tutors and Student Progression Advisors will discuss with the student tutor groups the procedure to be followed by students to gain permission for exceptional leave from class e.g. to attend a driving test or a funeral. Permission to miss a class must be gained in advance, from relevant staff and the Attendance Co-ordinator notified.
 - 4.3.6 Time off will not normally be permitted for holidays during term time and students who miss classes, will be marked absent in the register.
 - 4.3.7 Individual Lecturers, Tutors, Student Progression Advisors and Attendance Co-ordinators will take personal responsibility for monitoring and following up poor student attendance. Students may be referred to Student Support if appropriate e.g. when there is a health, welfare or safeguarding issue, which impacts attendance. Where there is a concern that a student may have gone missing, staff will notify the Safeguarding Team. Where a downward trend in attendance is identified, Tutors and Heads of School may proactively refer students to the Curriculum Support & Engagement (CS&E) team to assign a coach who can support the student in improving attendance.

- 4.3.8 Tutors and Student Progression Advisors will discuss student attendance with each student, on a termly basis, as part of the student's ILP (Individual Learning Plan) review. If appropriate, targets for attendance and punctuality, will be set and monitored, as part of the process.
- 4.3.9 Tutors, Student Progression Advisors, Attendance Co-ordinators, and other relevant staff will contact the parents/guardians of students on full time study programmes, who are absent, when absence is a concern. Students aged 19+, can opt out of parental contact, by writing to the relevant Head of School.
- 4.3.10 Tutors and Student Progression Advisors will discuss with the student group their punctuality and attendance and reasons for any slippage.
- 4.3.11 Heads of School or their designated representative will implement the sanctions and, where appropriate, follow procedures as outlined in the Student Disciplinary Procedure against any student who does not comply with these requirements, and this ultimately could lead to exclusion.
- 4.3.12 HRUC reserves the right to terminate a student's enrolment if they do not attend for a period of 4 consecutive working weeks or more without good reason. Students who are not contactable will be withdrawn after 4 weeks of non-attendance. Students who are absent for 4 weeks, but who have been in contact with HRUC, could still be withdrawn, depending on the reasons for absence and their ability to catch up.
- 4.3.13 HRUC reserves the right to not progress or enrol learners with attendance below 90% or more than 3% lateness.
- 4.3.14 Course teams will monitor, discuss and take necessary action to improve attendance as a standard agenda item, with a main focus at least twice a term at course team meetings.
- 4.3.15 Heads of School will ensure that punctuality and attendance is discussed as standard agenda items at School meetings.
- 4.3.16 Identification of classes producing attendance below expectation should be a routine part of School activity, with action to improve attendance for these classes agreed between class tutor & line manager.
- 4.3.17 Where a learner is identified as High Needs and/or has an Education, Health and Care Plan (EHCP), any withdrawal must follow the statutory processes associated with EHCPs. Curriculum teams must consult Additional Learning Support before initiating withdrawal so that support needs can be reviewed, and appropriate liaison with relevant parties can take place.

Withdrawal will only be confirmed following completion of this process, except where immediate safeguarding considerations apply.

Where there is an immediate safeguarding risk, urgent action may be taken in line with the College's safeguarding procedures. ALS and relevant external parties will be informed as soon as reasonably practicable, and the High Needs withdrawal process will be followed thereafter.

Withdrawal will only be confirmed once this process has been completed.

- 4.4 HRUC will actively promote high standards of punctuality and attendance, and Schools will, on a regular basis (minimum termly), reward and publicise those groups and individuals showing impressive punctuality and attendance.

- 4.5 Schools will provide examples of effective practices that support the implementation of this strategy and contribute to the sharing of good practice.
- 4.6 Attendance and punctuality monitoring will be a weekly SLT activity. Trends will be examined, and areas of concern requiring SLT direction will be identified for action by schools. Select staff members will periodically staff an early morning “meet & greet” rota at all campuses.
- 4.7 Lecturers, Student Progression Advisors, Attendance Co-ordinators, and other relevant staff may be set student attendance and punctuality targets e.g., as part of annual appraisal.

5.0 International Students

- 5.1 Attendance is monitored according to the College Student Attendance and Punctuality policy, as well as the UKVI Student Visa Policy Guidance. Where attendance falls below 70% for 3 consecutive months and the College disciplinary procedure has been followed, the College will withdraw visa sponsorship unless there are exceptional reasons for the non-attendance. Any student who is reported to UKVI for non-attendance will not be permitted to resume their studies at HRUC.
- 5.2 Students are expected to attend 100% of their classes and tutorial sessions, as failure to do so is likely to have a serious impact on studies.
- 5.3 By signing the Terms & Condition for International Students agreement, learners accept that the College reserves the right to disclose a record of attendance to the named financial sponsor, parent/guardian and/or the agency representative, who managed the admission into HRUC.

6.0 Religious Observance

- 6.1 HRUC will sanction formal requests for absence for students wishing to observe essential religious celebration, up to a maximum of two days per academic year.
- 6.2 The students receiving permission for such leave of absence, should be aware that classes will run as normal and that responsibility rests with them, in liaison with their teachers, to ensure they are not disadvantaged by any lost learning opportunity. For purposes of bursary claims and register of attendance, students will not be penalised for absence where permission has been properly sought and granted for religious observance.