

# STUDENT ATTENDANCE AND PUNCTUALITY POLICY

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES



<b>Policy No:</b>	S3/23
<b>Subject:</b>	Student Disciplinary Policy and Procedure
<b>Origination date:</b>	September 2023
<b>Last approved:</b>	September 2023
<b>Effective date:</b>	September 2023
<b>Person responsible:</b>	Group Principal ^ Deputy CEO
<b>Approved by:</b>	Senior Leadership Team
<b>For action by:</b>	All managers, curriculum staff & support staff in student facing roles
<b>For information to:</b>	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:
- will strive to deliver the highest quality of learning;
  - will expect all students to attend 100% of timetabled lessons punctually to benefit to the full
- 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, substantial vocational or academic component, any support sessions, Directed Learning, Tutorial and work experience.

## 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 the sessions will draw the students' attention to the expectation that they will attend all classes within their Study Programme punctually and the expectation is 100% attendance.
  - 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 their 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 undertake that they will always be 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 will be referred to Student Support when 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.
  - 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. This may include a pre-Stage 3 meeting with an Assistant Principal.
- 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 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.
- 4.3.14 Heads of School will ensure that punctuality and attendance is discussed as standard agenda items at School meetings.
- 4.3.15 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.
- 4.4 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 assist in the implementation of this strategy to share 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 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 Religious Observance**

- 5.1 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.
- 5.2 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.

## Appendix

### PUNCTUALITY & ATTENDANCE

Punctuality and attendance are factors that play a significant part and are correlated with retention, achievement and progression of learners. Punctuality and attendance are areas for HRUC to strive continuously for improvement. High levels of student attendance are a gauge of a good work ethos and an effective study environment. It is expected that Good colleges show attendance rates of at least 85% or better. It is for these reasons that all staff at HRUC need to ensure that both punctuality and attendance are kept in the daily spotlight and effective strategies employed to impact improvement. Improvements have been effected and the strategies below have assisted in bringing this about.

Some strategies and practice to help improve punctuality and attendance

- Individual lecturers and Student Progression Advisors taking personal responsibility and pride in the attendance and punctuality rates of their classes.
- Lecturers (and all classroom staff) setting a good example yourself! ...be prompt and organised; deliver good quality lessons that are interesting and that capture students' attention and engage them.
- Learn from others e.g. tactics and approach by lecturers who maintain good attendance & punctuality levels; school ethos / tactics for those schools consistently >86% attendance and <6% lateness.
- Consistency of message about standards expected throughout the School / College – Induction activities key and initial classes crucial.
- Consistency of practice e.g. take register at beginning of each class, follow up lateness/absence daily; complete registers, no missing marks!
- Attendance co-ordinator activity. Ensure good triangulation of follow up - supported by school management and lecturers/ALFs/SPAs, high profile and with clout, daily and prompt chase up, parental involvement.
- Close team work with Attendance Co-ordinators on a daily basis.
- Standard item at weekly group tutorial – Personal tutors 1:1 discussion with learner.
- Examine appropriate reward systems for good attendance and punctuality.
- Find creative ways of discouraging poor attendance and punctuality e.g. timetabling, lateness penalties, after College 'home-work' clubs, publicise and display on school notice boards / set up competitive challenges.
- Course team/Section Manager & Attendance Co-ordinator weekly monitor of individual course attendance and punctuality rates and trends.
- Ensuring stability of staffing.
- Examination and analysis of attendance & punctuality trends – refer to reports on College 'funding' intranet site. Staff must monitor key aspects of attendance with veracity including the meeting of the English & Maths Condition of Funding.
- All staff should be vigilant and challenge students around the College who they believe to be tardy or absenting classes.

**Keep Attendance and Punctuality high profile and continually re-iterate high expectations and standards to your students**