

# Student Attendance and Punctuality Policy (FE and HE)

<b>Policy review area</b>	Students
<b>Lead manager</b>	Assistant Principal, TLQ
<b>Approval level</b>	CMG
<b>Start date</b>	July 2019
<b>Review cycle</b>	1
<b>Next review</b>	July 2020

## **1. Background**

The Student (FE and HE) Attendance and Punctuality Policy supports the Student Management Policy. Records of student attendance and absence will be maintained for all College-based students and apprentices, FE (including 14-16), HE and International students.

The policy aligns with the University of Brighton General Examinations and Assessment Regulations (GEAR) and all HE students are in scope of this policy.

## **2. We aim:**

- 2.1 To ensure students attend regularly and on time so that they are able to take full advantage of the educational opportunities provided to them by the College. The policy is required to ensure that both students, lecturers and tutors follow the appropriate processes to maximise students' attendance.
- 2.2 To ensure that there is evidenced documentary record of attendance (electronic for all College-based provision) for all attendees/absentees of each session, and that appropriate marks are updated at the start of each session.
- 2.3 To inform teaching staff of their responsibilities concerning the completion of College registers.

## **3. Aims and Objectives**

- 3.1 To clarify, in conjunction with the Student Management Policy and the rights, responsibilities and expectations of students (student handbook), in respect of student attendance and punctuality.
- 3.2 To outline and explain the College's position in respect of student attendance and punctuality.
- 3.3 To outline and explain the College's procedures for monitoring attendance and punctuality.
- 3.4 To outline and explain the College's procedures for dealing with unacceptable attendance levels or lateness.
- 3.5 To ensure the College Register is used for all courses.
- 3.6 To ensure the College on-line register system is used for each session or activity to ensure that all students' attendance is recorded the same day. Agreements will be in place for off-site teachers and groups
- 3.7 Independent monitoring of the completion of registers will take place during the year.

## **4. Policy Statement**

- 4.1 All students are expected to attend 100% of the time (unless prior agreement has been made with their Personal Tutor).
- 4.2 All students are expected to arrive promptly for scheduled classes.
- 4.3 Any student who falls below the college targets will be identified and actions implemented (further guidance available from the Department).

- 4.4 Students failing to achieve agreed levels of attendance/punctuality will be contacted by the College to clarify reasons for poor attendance. Poor attendance may lead to disciplinary procedures. See *Student Management Policy*.
- 4.5 It will be usual College practice to inform parents/carers, (where appropriate) of any absence. Employers/sponsors will be contacted on the first day of absence.
- 4.6 Financial assistance may be withdrawn where a student achieves less than agreed levels of attendance and punctuality each term, unless there are exceptional circumstances.
- 4.7 Students' attendance is monitored regularly and forms part of the progression review. Progression for students with poor attendance will be on the understanding that improvements are expected and a 4 week review on admission to the new course will be undertaken unless there are exceptional circumstances.
- 4.8 All full-time students are expected to notify the College of expected absence before 10 am on each day of their absence. Absence on the grounds of ill health for longer than 5 consecutive working days may require a medical certificate.
- 4.9 The College Pastoral Learning Mentors & Tutors are there to support students should they have any personal or health issues that affect their attendance at College.
- 4.10 All relevant teaching and support staff are required to monitor student attendance/punctuality in a timely manner and address issues accordingly. Maintaining accurate registers is a legal requirement and registers must be completed during the taught session. Registers may be audited for financial, health and safety, and attendance purposes.
- 4.11 All instances of absenteeism/punctuality will be raised by the Personal Tutor, either with the student informally or through tutorials.
- 4.12 The College expects 100% punctuality from its students. Departmental discretion will be applied as to whether a student is allowed to join a class if they are late. Persistent lateness may also result in sources of financial assistance being withdrawn.
- 4.13 Persistent absence may lead to the Student Management Policy being applied and may result in escalation to the formal stages.

## **5. 14-16 year old students**

- 5.1 For any school-sponsored student the schools, parent/carer and Curriculum Managers/Programme Leads must be notified of absence immediately by the department administrator.

The curriculum area must be informed of authorised absences, which may include:

- Unavoidable medical appointments
- Court appearances
- Appointments with government or voluntary organisations
- Funerals
- Religious holidays

NB. Should a student become unwell and wishes to return home, they must not leave college until there is an agreement made with the parent/carer and arrangements made for transportation. Schools are subsequently informed that the student has left college by the Inclusion 14-16 coordinator

5.2 Students should be advised that the following situations would result in unauthorised absence:

- Any holiday which has not been previously agreed taken during term time
- Personal/social reasons for not attending college
- Sickness not notified or notified by the school.

## **6. Procedures for all students – college and work based.**

It is important to notify the College of any absence. Failure to do so will result in an informal warning by the Personal Tutor and will escalate using the management procedures should no improvement be seen.

## **7. Roles and responsibilities**

7.1 The Management Information Systems (MIS) Team is responsible for the development of the electronic register system. The MIS Team will also provide top level weekly attendance and register completion statistics for senior and middle managers.

7.2 Heads/Curriculum Managers are responsible for:

- timetabling of registers for each class;
- ensuring that each register is accessible to and completed by the relevant teaching staff;
- ensuring that all teaching staff are trained to use the on-line electronic register system;
- monitoring register completion within policy timeframes.

7.3 Academic staff are responsible for:

- taking a register at the start of each activity;
- submitting a register for every activity by the end of the working day;
- identifying students arriving late in the register and completing authorised or non-authorised absences;
- HE and FE teachers are responsible for identifying and proactively managing the punctuality of their students for all aspects of their programme of study.

## **TIER 4 Absence and attendance policy**

Students are expected to attend 100% of their classes and tutorials and to arrive before the start of the lesson properly equipped and prepared.

Please make sure your students are provided with college absence and attendance policy and procedures for reporting absences, including contact details for their individual course tutor or admin. Students should be provided with this during their individual course induction, at the start of their course.

It is essential that Tier 4 students inform their course tutor or course admin office as soon as possible if there is a genuine reason for lateness or absence.

### **REPORTING ABSENCE**

In order to comply with our responsibilities as a Tier 4 sponsor the International Office make weekly checks on attendance for Tier 4 students, in the following ways:

#### **Central and East Campus**

Weekly report or registers sent via Central/East admin

#### **Broadwater Campus**

Weekly report or registers sent via Broadwater admin.

#### **West Durrington Campus**

Weekly report or register sent via course leader or admin.

If overall attendance lower than 85% then we will contact the course leader to investigate. If a student misses 10 consecutive days without contact, it is our duty to report them to UKVI. If attendance consistently falls below 80%, we will consider withdrawing them from the course and they will have to leave the UK.

**Please don't wait to be contacted if you have a cause for concern. Please report any of the following:**

- Patterns of non-attendance, for example student regularly misses the same session.
- Periods of unauthorised absence lasting a week or more.
- If you think a Tier 4 student is working, as this is not permitted on their visa.

Checks completed by International Manager, if absent completed by Student Officer.

### **AUTHORISED ABSENCE**

Students must obtain authorisation for absence in advance from the International Office. If we have authorised a student to be absent then we will inform course leaders. We can only authorise a student's absence in the following circumstances:

- It is agreed in advance with a member of the International Office.
- Every attempt has been made to schedule external appointments at non-college time.

Please refer students to the international office if they approach you directly for authorised absence.

**Authorised absences may include:**

- Unavoidable medical appointments.
- Court appearances.
- Appointments with government or voluntary organisations.

- Funerals.
- Religious holidays.

**Course tutors may authorise genuine absences in the following cases, when a student has reported directly:**

- Sickness if notified in advance.
- Sickness supported by a medical certificate or doctor's letter.

**Unauthorised Absences:**

Students should be advised that the following situations would result in unauthorised absence:

- Any holiday which has not been previously agreed taken during term time.
- Personal/social reasons for not attending college.
- Sickness not notified or supported by a medical certificate (may be authorised at your discretion).

**Students are advised to contact the international office in the following ways:**

- In person – The International Office PT2.12
- By phone – 01273 667752
- By email – [international@gbmc.ac.uk](mailto:international@gbmc.ac.uk)

Students are given this information during their Tier 4 Induction as well as in the International Student Handbook.