



## ATTENDANCE POLICY

The purpose of this policy is to:

- Set out and maintain expectations and responsibilities for student attendance to maximise students' potential through development of skills, knowledge and employability
- Safeguard students
- Explain the roles and responsibilities of students, teachers, support staff and managers in ensuring high levels of attendance

<b>Policy owner:</b>	Deputy Principal - Angela Jackson
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<b>Approval/Review Body</b>	TLS
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## **Student Attendance Policy**

### **Attendance Policy**

United Colleges Group is firmly committed to ensuring all learners achieve their qualifications and have an outstanding learning experience during their time at College. We recognise the importance and value of outstanding attendance as a means to learners achieving success, including progression to higher levels of study, gaining employment and progressing in their careers.

#### **Purpose**

Frequent absences impact on learner achievement as well as the acquisition of behaviours required in the workplace. It may also lead to, failure to meet course deadlines and ultimately to drop out. This policy is aimed at dealing effectively with attendance issues in order to maximise learning and the achievement of qualifications and to ensure that learners are prepared for their future whether it be in education or the world of work.

It is our responsibility to monitor the attendance of all learners through the register which is a legal and auditable document. We are also accountable for the safeguarding of all young learners and vulnerable adults and attendance monitoring is a vital tool in enabling this responsibility. This policy aims to ensure that:

- All learners are made aware during induction and on an ongoing basis of the importance of attendance, their responsibilities and how we will deal with attendance issues.
- All staff deal with attendance in a consistent manner
- All of us understand our role in addressing attendance issues and supporting good attendance
- The group meets its legal and statutory responsibilities towards Health and Safety and Safeguarding

#### **This policy will apply to:**

- All staff employed by UCG across curriculum, business and support staff with a responsibility to record, monitor, report and support student attendance.
- All learners, of all ages and all levels of study enrolled by the Group in order to maximise success and progression to employment or higher levels of study
- Parents/ guardians/ carers and employers where appropriate, as we recognise the role they can play through encouraging good attendance.

## **How does UCG approach attendance?**

Underpinning the entire student experience at the College is The **UCG method**. The UCG Method is a framework for the way we approach the student experience, including our delivery of teaching, learning and assessment, to maximise and sustain student engagement, while ultimately enhancing attainment to secure further opportunities for our students.

It addresses the way we establish and maintain relationships with our students, from every aspect of the organisation, as well as agreeing systems to monitor and check the success and effectiveness of what we are doing.

We know that good teaching and learning and excellent support and opportunities outside the classroom are a key part of driving high levels of student attendance. We are committed to ensuring that all staff, regardless of their role, work together to provide a compelling experience for students.

The UCG method has 3 key agreements all of which intertwine to underpin the entire student experience:

### **Agreement 1**

Teachers will continuously develop their art of teaching supported by the science of education

### **Agreement 2**

All staff regardless of role will work to create and support a compelling experience for our students

### **Agreement 3**

We will ensure that we make a difference to our students through evidence-based judgements and impactful measures

#### **For attendance how will we judge what impact we are having?**

We know when we're doing a great job with students when we have consistently high levels of attendance across all ages and all groups

How will we do that?

- Teachers will self-assess against agreed set of Key Performance Indicators (KPIs) through dashboard data for live progress of individual students, cohorts and courses, with managers aggregating reporting at Curriculum and Career Cluster level
- We will initiate the team around the student, taking a collaborative approach as course teams to monitor the engagement and progress of each learner, utilising the centralised communication and student record system (Pro Monitor) to actively pick up both positive and negative issues

- We will use measures of attendance, progress in class, completion of work, completion and submission of assignments as indicators that curriculum delivery is on track
- Utilise the Power B.I. Dashboard for a one stop daily look at Attendance in class

## Support for students' attendance

We know that students can sometimes face challenges, so it is very important to us to be able to offer a range of support to eligible learners to ensure that they are able to attend and stay on course. Support includes

- Completely free Laptop loan for 16-18-year olds for the duration of their course
- Reduced price laptop purchase for eligible 19+ learners
- Recognition of good attendance and improved attendance
- Student advisors and support services
- Additional learning support for students with identified learning needs.
- Bursary payments
- Support for childcare
- Travel support

## Our expectations

The College recognises that excellent attendance and punctuality are key to maximising the learning experience, achievement of academic goals and development of employability skills.

**The College is committed to actively promoting, supporting and encouraging 100% attendance and punctuality for all our students of all ages on all programmes in preparation for progression to their next steps.**

The college expects that all students attend and be on time for **100% of all aspects of their course.**

**Students below 90% attendance may not be allowed to progress to the next level of study.**

Staff adopt a consistent approach to applying the Attendance Policy to ensure students are clear on their expected behaviour and attitude.

Consistent poor attendance can result in disciplinary action as laid out in the Learning and Behaviour policy and, ultimately, to withdrawal from the course. Where applicable the Fitness to Study Policy may be followed.

## Roles and responsibilities

It is important that everyone understands their role in promoting and ensuring good attendance -

### Students will:

- Attend 100% of all of their course on time and be ready to learn. This includes where applicable, online and in class learning, English, mathematics, tutorials, workshops, practical activities, compulsory visits, work placements and exams and assessments.
- Ensure that every effort is made to make medical or other appointments outside of class time so as not to impact on their learning opportunities
- Seek agreement in advance with their tutor if they are not able to attend normal timetabled activity.
- Notify the teacher before the lesson if attendance is not possible
- Make sure that teachers know if there's any reason why they are not able to come to class for a period of time (eg due to prolonged illness). Keep in touch with the teacher so that they can catch up on missed work where possible.
- Let the teacher know if attendance at any online sessions is affected by lack of access to IT/ WIFI/data/ home study space
- Discuss any issues affecting attendance with the tutor so that the tutor can help guide them to appropriate support.
- Understand that consistent poor attendance can lead to disciplinary action and ultimately withdrawal from the course and the College under the Learning and Behaviour policy or be addressed under the Fitness to Study Policy.
- Participate fully in class to ensure that they get the most out of the experience and maximise their potential for learning

### Parents/carers of under 18s and vulnerable students:

#### We would ask that parents/ carers

- Work in partnership with the College to ensure that their son/daughter is attending college as per their agreed timetable and is always on time.
- Respond in a supportive manner if concerns are raised.
- Attend parent/carer events when their son/daughter's progress is discussed
- If the student is unable to attend College for any reason, ensure that College is contacted in advance.

### Employers and apprentices

- Employers will be informed of any non-attendance by apprentices in a timely manner
- We would ask that employers work in partnership with the College to ensure that students attend and that communication between the College and the employer facilitates high levels of attendance.

## Teachers will:

- Actively promote the need for 100% attendance and punctuality through induction, tutorial, setting high expectations from the very beginning and on an ongoing basis throughout the year.
- Mark all registers accurately and within the first 10 minutes of the lesson. This is the legal and auditable document to record attendance and punctuality. Non-completion or knowingly inaccurate completion of registers will be a matter subject to the disciplinary action.
- Contact learners who were absent without reason from their class promptly the same day and record actions on and liaise via pro monitor with personal tutors/ subject tutors within the agreed timeframes (see personal and subject tutor responsibilities and timelines)
- Contact parents/carers of 16- and 17-year olds within the agreed time frames and record on Promonitor (see personal and subject tutor responsibilities and timelines)
- Respond to all absenteeism consistently and fairly, considering individual circumstances.
- Provide support to students experiencing barriers to attendance and punctuality and signpost appropriately to student support services.
- Utilise ProMonitor to record any personal/pastoral issues that could affect the student's attendance and punctuality and communicate with staff involved in teaching or supporting the student. Safeguarding should be copied in only if this is a safeguarding issue by using [safeguarding@ucg.ac.uk](mailto:safeguarding@ucg.ac.uk) rather than individual team member emails.
- Tutors will hold 121 meetings with poor attenders to support improvement, and set improvement targets
- Continuously monitor attendance throughout students' time at College via registers and attendance reports
- Address poor attendance through the Learning and Behaviour Policy or Fitness to Study procedures, as appropriate.
- Use MyConcern to notify the safeguarding team where a student aged 16-18 or a vulnerable adult 19-24 with a known safeguarding concern misses College for 1 week with any unauthorised absence, where the teacher has not been informed of reasons for absence or the absence causes a safeguarding concern. The safeguarding team will triage the information and liaise as needed with the tutor regarding any actions needed. **The primary responsibility for taking action on the student's attendance in line with the policy remains with the tutor.**
- Ensure that any missing marks where these have arisen in exceptional circumstances are dealt with in a timely manner.
- Communicate promptly with student support services where staff have been working with or supporting the student.
- Discuss action taken to improve attendance for individuals /groups with Curriculum managers and monitor the impact of action taken on an ongoing basis.

- Ensure that if a learner has an unexplained absence for 4 weeks or more and attempts to engage the learner have not led to reengagement that students are withdrawn from the course of study in a timely manner where appropriate with clear reasons and explanation of actions provided on actions taken on the withdrawal request on resolution.
- Ensure that the learning experience in their class delivers an impactful, enjoyable experience, so that learners understand the value of high levels of attendance – creating a culture of high expectations of learners

### **Managers will**

- Monitor consistently and act where classes have low levels of attendance, working with the tutor to ensure that all appropriate action is taken to improve individual and group attendance as needed.
- Ensure that teachers have access to both individual and class information to allow them to monitor the impact of actions taken to improve attendance where needed.
- Monitor the completion of registers, taking action where needed
- Ensure that missing marks are dealt with in a timely manner by teachers.
- Induct and ensure appropriate training / information sharing about attendance policy, requirements and procedures
- Ensure that KPI structures and processes are embedded through team and individual tutor meetings.
- Celebrate and promote positive attendance
- Ensure that support structures are fully utilised to support learners' attendance.
- Ensure that withdrawals are carried out in a prompt manner

### **Support staff will**

- Understand their particular role in ensuring that an excellent student experience is the focus of all activity in the College, whatever the role, whatever the department.
- Communicate in a timely manner with curriculum staff where there has been interaction with the student – via Promonitor where the support staff have access to this or via other means where necessary.

### **Links to College values and other College policies**

This policy should be used in conjunction with the following documents, policies and procedures:

- Safeguarding & Child Protection Policy
- The UCG method
- Learning and Behaviour policy
- Fitness to Study policy
- Health and safety policy

**Appendix 1** - Register marks- types and explanation of expected use.

Appendix 1

## Attendance/ Register mark types

<b>Register Marks</b>	<b>Description</b>	<b>Available for teaching staff to use</b>
<b>/</b>	Present	<b>Yes</b>
<b>O</b>	Absent	<b>Yes</b>
<b>A</b>	Authorised Absence (see guidelines on the following page)	<b>Yes</b>
<b>L</b>	Late	<b>Yes</b>
<b>S</b>	Student ill	<b>Yes</b>

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COVID related

<b>V</b>	Covid Related Absence	<b>Yes</b>
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<b>D</b>	Lesson did not take place	<b>No</b>
<b>K</b>	Used Prior to the student joining the course for late starters	<b>No</b>
<b>T</b>	Student Transferred to another course	<b>No</b>
<b>C</b>	Student has completed the learning aims of the course	<b>No</b>
<b>W</b>	Withdrawn from the Course	<b>No</b>



## Authorised Absence Guidance

Please chose on your register from the drop-down menu. Please pay careful attention to the reasons for authorised absence below and ensure that they are adhered to. Levels of authorised absence marks are monitored and substantial absence due to authorised absence can lead to withdrawal from the course, in line with relevant policies.

Work experience	where the work experience has been arranged by the College as part of the programme. This should not be used where a student misses a class due to other employment outside the college
Medical appointment	Where this has not been possible to organise outside of class time
Educational or field trip	Where this has been arranged by the College
Educational open day or job-related interview	
Religious festival	
Death or Bereavement of family member	
Exam or assessment	where the student is not in class due to sitting an exam elsewhere or is not expected due to resits for other students in class
Meeting	Disciplinary/ student support/ student rep/ probation meetings <b>only</b>
Suspension	

