



**KING  
GEORGE V  
COLLEGE**

# Attendance & Punctuality Policy & Procedure 2018-19

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## 1. Introduction

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- 1.1 For the purpose of this policy and its associated procedures Southport College and King George V Sixth Form College will be known forthwith as ‘the College’.
- 1.2 College timetables are designed to deliver teaching and learning to students in the number of hours and sessions needed by them to succeed on their chosen Programme of Study. If students do not attend then they limit their ability to succeed, students who are not punctual not only reduce their time for study but also delay and restrict the teaching and learning of other students within the group.
- 1.3 All students should aspire to have 100% attendance and punctuality. Improving attendance and punctuality improves achievement and supports students in achieving their potential. Attendance is an essential behaviour in preparing students for employment.

## 2. Scope

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- 2.1 This policy applies to all students of the College including those on Higher Education programmes and apprenticeships.
- 2.2 This policy covers student attendance and punctuality for all timetabled sessions and work placement activities.

## 3. Student Responsibilities

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- 3.1 With the above in mind the College expects all students to:
- Ensure 100% attendance for all sessions including maths and English (where applicable).
  - Notify your Progress Tutor (full time 16-18) or course tutor in advance if you know that you will be **absent** for a session (with an acceptable reason).
  - Arrive on time for the beginning of all sessions, including maths and English (where applicable).

- Notify your Progress Tutor (full time 16-18) or course tutor in advance if you know that you will be **late** for a session (with an acceptable reason).
- Minimise disruption to the rest of the class when arriving late to a session.
- Ensure that routine medical and dental appointments are only be made on study days or during holiday periods (wherever possible).
- Ensure that holidays are not taken during term (the College calendar is available via the website and is published far in advance of the start of the academic year).
- Understand that unauthorised absences may affect their attendance record, opportunities for progression and references for employment or further study.
- Recognise that poor attendance and punctuality can result in any financial support being withdrawn.
- Acknowledge that poor attendance or punctuality will result in action being taken under the Maintaining Student Responsibility - Academic Policy and Procedure.

## 4. Staff Responsibilities

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3.1 It is recognised that tutors also have a responsibility to monitor the attendance and punctuality of students in their sessions and to follow the College guidelines, namely to:

- Arrive on time to each session
- Complete registers accurately within 30 minutes of the start of each session to monitor attendance
- Ensure the register is taken at the beginning of the session and that any student who is not in class when the register is taken will be identified on the register as late. Students should not be sent away from sessions if they are late.
- Monitor attendance and punctuality of students closely and set Specific, Measurable, Achievable, Realistic and Time bound (SMART) targets for improvements
- Inform the Progress (or Pastoral) Tutor of any issues or emerging pattern of absences /lateness so that appropriate measures can be instigated
- Tutors / Progress tutors will follow up any students who are absent with parents/carers (if under 18). The absence of any School Links/Taster student should be referred to the School Links Co-ordinator.
- Tutors / Progress tutors will follow up absenteeism of vulnerable students with the Safeguarding Team.

## 5. Procedure for notification of absences

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5.1 From time to time, due to sickness/absence, attendance at College may not be possible. Under these circumstances, the following guidance applies.

5.2 **Full time students:** If you are sick and unable to attend you must notify the College before the start of your session on the first day of absence by email or by telephoning

your Progress or Pastoral Tutor who will have provided you with the email address and telephone number to contact at college during induction.

5.3 **Part-time students:** should email or contact the Main Reception at Mornington Road, Southport to advise of absences. The telephone number is (01704) 500606. The appropriate email address will be provided during induction.

5.4 **A relative or friend can email/call on your behalf** and the email/call should be made prior to the start of your first session. You or the e-mailer/caller must provide the following:

- Your name and/or the caller's name
- The course you are attending
- How long the sickness is likely to last
- Whether medical treatment is being sought
- Your absence will then be logged and registers will reflect that you are sick.

5.5 Upon returning to college after sickness of **fewer than 7 calendar days**, a letter must be provided by the parent/guardian or a doctors' note (students over the age of 18 can self-certificate). The written confirmation of the absence must be handed in to your Progress Tutor (full-time 16-18 students) or course tutor (adult and part-time students) immediately upon your return to college.

5.6 Any student who cannot attend due to sickness for **more than 7 calendar days** must provide proof that they have sought professional medical advice. Where possible a sick note or other signed confirmation of the illness should be provided. If the illness continues beyond the period of the first sick note, further sick notes (or other signed confirmation) should be submitted so that the whole period of sickness is covered. If the period of illness becomes protracted and results in the student being unable to successfully complete their course of study, relevant staff i.e. the Health and Wellbeing Coordinator, Safeguarding Officer or Learning Support Manager should be made aware to enable reasonable adjustments to be put into place (if appropriate). The student may be invited to re-start the course during the next academic year or at the next intake, whichever is the sooner.

5.7 All other absence must have been agreed with the Progress Tutor and course leader in advance of the absence.

5.8 Failure to follow the College procedures may result in any financial support provided being withheld/withdrawn.

## 7. Higher Education

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7.1 Whilst the College expects an attendance rate of 100% it is accepted that occasionally external factors may affect attendance for HE students. The College therefore sets a minimum expectation of 85% attendance for students on HE programmes but recognises that excellent attendance and engagement supports students in achieving their full potential.

7.2 In order to ensure the best outcomes for students it should be acknowledged that poor attendance or punctuality will result in action being taken under the Maintaining Student Responsibility - Academic Policy and Procedure.

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## 8. Procedure for School Links students

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- 8.1 School students studying vocational programmes are expected to attend College in line with the expectations set out in *Section 3 Student Responsibilities* and to notify the College of any absence as stated in *Section 5 Procedure for notification of absences*.
- 8.2 Tutors should notify the Secretary for School Links (01704 392745) of any absence or lateness of any School Links student. The secretary will then inform the relevant school in accordance with their service agreement.

## 9. Vulnerable Students

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- 9.1 We have a number of vulnerable students across college, particularly in the following groups:
  - Looked After Children
  - Care Leavers
  - Teenage Parents
  - Young Carers
  - Those under the Youth Offending Service
  - Those with significant mental health issues
  - Those who have been or are being exploited
- 9.2 These students often have extra barriers to overcome and may require extra support with day to day life. They are often supported by an external network of organisations but need our help and encouragement too. They can experience disruption in their personal lives and education and they may have genuine reasons for absence or poor punctuality that are beyond their control.
- 9.3 In some instances these students may be set realistic attendance targets but the College must be informed of any absence, as set out in *Section 5 Procedure for notification of absences*.
- 9.4 If you have concerns regarding the repeated absence of a learner you should notify the Progress Tutor and Safeguarding Team immediately. Going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future. (KCSIE, para. 55, 2018).

## 10. Other Relevant Documents

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- 10.1 The following documents and procedures are available from the Student Information Desk or on the College website and for staff on the Intranet:
  - Maintaining Student Responsibility – Academic Procedures
  - Maintaining Student responsibility – Conduct procedures
  - Admissions Policy
  - Higher Education Admissions Policy
  - Safeguarding Policy
  - Equality and Diversity Policy

- Disability Statement
- Cancellation of Non-Medical Help Sessions Procedure (HE)
- Information for Students Leaflet

## **11. Contact Details**

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11.1 For further information on this policy please contact the Assistant Principal – Curriculum & Quality, Head of Central Services, Student Engagement Officer or Quality & Support Officer.