



Newbury College

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Student Attendance and Punctuality Policy and Procedure

**This document can be made available in other formats,
on request**



Newbury College

Student Attendance and Punctuality Policy and Procedures

Policy Statement

Newbury College recognises that full attendance and attention to punctuality is key to success with students following the good example set by the staff.

Attendance and punctuality is the responsibility of all but closely monitored by the Course Leader, assisted by the Learner Services Manager. Where attendance and/or punctuality falls below the expectations of the College, action will be taken by the Learner Services Manager following the College Code of Conduct and Disciplinary Procedures.

Students are required to attend **all** scheduled classes and to be punctual in doing so. This covers all sessions identified on the student's Individual Learning Plan (ILP) and timetable, including Functional Skills, Learning Support, Tutorial and Enrichment.

However, the College also recognises that, for some of our students, adhering to these expectations could be too demanding; therefore absences/lateness due to illness/disability, religious commitments and some personal circumstances will be considered on an individual basis. Return to College following a period of absence will be encouraged and supported.

NB: For students who are under 19 or considered vulnerable, parents / guardians / supporters will be kept informed.

Monitoring Procedures for Students

Attendance and Punctuality

- 1 Attendance is expected to be 100% and all students are expected to arrive on time for the start of each session.

Students must report any absences to the Attendance Officer via the dedicated telephone line (01635 845232), text message (07785 511267) or email (attendance@newbury-college.ac.uk) before 08:45 of each day of absence.

In certain circumstances, students may request authorised absence in person by collecting a form at the front desk or by downloading a form from Moodle.

- 2 Students who arrive after the start of a session will be marked as late, with the number of minutes recorded. Late arrivals are expected to join their group/session, causing minimal disruption and should discuss their reason for lateness with the tutor at the next break or close of session. This will be recorded on the student's notes page.

Occasionally, in extreme circumstances (e.g. an educational visit or a practical session that requires a health and safety briefing), a late student may be refused entry to his/her session. Should this occur, the student is expected to report to the Learner Services Manager. Pre 16 students will be required to attend the Pre 16 Common Room in order to be registered and set alternative work.

- 3 Students requiring to leave a class early for any reason must notify their tutor prior to the lesson starting. Pre 16 students will not be given authorisation to leave lessons early or leave site until approved by the Pre 16 Safeguarding officer.
- 4 All unreported absences will be followed up by the course tutors on a daily basis. If contact is not possible by telephone or in person, a letter will be sent home. Pre 16 students will receive a visit from the West Berks Educational Welfare Officer for missing 10 consecutive college days from college.
- 5 A weekly attendance report will be prepared by the Curriculum Manager and circulated to staff, including the Senior Management Team. Full-time students at risk will be highlighted and appropriate action taken by course leaders. Each curriculum manager will meet with the Learner Services Manager on a monthly basis to discuss each individual student with poor attendance.
- 6 Any unresolved attendance or punctuality issues will result in an informal meeting (Stage 1) with the student and Course Leader where the reason for non-attendance/punctuality will be investigated. Targets will be set and recorded on the student's ILP. Any necessary support will be agreed and put in place. Targets will be monitored and reviewed by the Course Leader until they are met.
- 7 If attendance or punctuality targets are due to long-term illness/disability, a specific action plan will be discussed with the student and put into place by his/her Course Leader and monitored by the Curriculum Manager.
- 8 If the attendance/punctuality targets are not met or are below the College target, parents/guardians/supporters will be informed and a formal Hearing may be arranged (see Code of Conduct and Disciplinary Procedures).
- 9 Continued unacceptable levels of attendance/punctuality may result in further disciplinary action, final warnings and, if necessary, exclusion from College. Pre 16 students and their parents/guardians will be referred to the West Berks LEA and alternative provision will be arranged.

A student who is absent from their course after receipt of letter 3 without explanation in excess of 4 consecutive weeks and who has not been in contact with the College to discuss their absence and intentions to return, will be assumed to have withdrawn from the course. (Pre 16 students refer to Point 4)

Date: September 2008

Reviewed: October 2010, November 2012, December 2016

Next Review: December 2019

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