

South Devon College FE Attendance Policy

Ref: P33

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1. Purpose

- 1.1. South Devon College is committed to providing a high-quality educational experience to all students. We strongly believe that good attendance and punctuality are crucial to student progress and achievement.
- 1.2. All courses have been designed for students to develop their knowledge, skills and behaviours in classrooms, workshop/studio, work environment/community settings and online, and so attending **all** timetabled sessions is expected in order to access the full range of planned learning and assessment activities.
- 1.3. Good attendance and punctuality support positive progress in learning and ultimately the grades that students achieve. We believe poor attendance can undermine the educational experience and that poor grades or failure to achieve a qualification can limit progression opportunities and life chances.
- 1.4. Maintaining regular attendance and good punctuality prepares students for the demands of employment and their working life where regular patterns of good attendance and engagement need to be established in order to be successful.
- 1.5. As seen as an outcome of the Covid pandemic, not having routine and structure can have a detrimental impact on mental health and student motivation.
- 1.6. The College has a moral and legal duty of the care to its students and so it is imperative that the attendance of students' is registered accurately.
- 1.7. Student attendance is closely linked to the Colleges strong focus on safeguarding.

2. Scope

This policy applies to all students undertaking a full or part time study programme, a Traineeship or an Apprenticeship in Further Education. This policy also applies to students of South Devon High School.

Students undertaking a higher education programme should refer to the HE Student Charter and Study & Wellbeing Review Policy.

3. Statutory framework

- 3.1. The Education and Skills Act 2008 sets out for young people, providers of education and local authorities, the legal responsibilities for young people to be in education or training until the age of 18. Keeping Children Safe in Education 2018, sets out for the College its obligations for safeguarding, of which attendance plays a key role. Attendance at College is considered within the context of these two frameworks.

4. Duties of the College

The College will:

- 4.1 Work proactively with students, parents and carers to ensure they understand the importance of full attendance and good punctuality within the context of a positive attitude to learning and ownership of their own personal development.

- 4.2 Follow up on **all** occasions of absence. Notifying parents and carers of absences if students are under 18. *
- 4.3 Closely monitor and report on attendance and punctuality, ensuring that planning and actions taken to address attendance and punctuality are supportive and remove barriers.
- 4.4 Take formal disciplinary action when attendance or punctuality does not improve after supportive intervention has been put in place.
- 4.5 Acknowledge and celebrate excellent attendance and recognise where students have made significant improvements with their attendance.
- 4.6 In exceptional circumstances (for example long term illness), work with students and their parents or carers to support learning, progress and achievement through a personalised plan of learning and support agreed by a panel of specialist staff from across the college.
- 4.7 Involve the parents and carers of students (if 18 or under) with concerns relating to attendance/absence and punctuality.
- 4.8 Involve the employers of apprentices with concerns relating to attendance/absence and punctuality.

5. Responsibilities for students

- 5.1. Upon enrolment to South Devon College students are agreeing to attend **all** of their timetabled sessions.
- 5.2. If students are unable to attend or are going to be late they should always notify the college using the agreed process. For all students including apprentices it is their own responsibility to report their absence.
- 5.3. It is expected that all students will arrive prior to the start of their timetabled session in order to begin the session on time, failure to do so will constitute an instance of poor punctuality and student will be marked late. Lateness is discouraged due to its disruptive impact on learning for the late student as well as distracting the member of staff and other students.
- 5.4. Students are responsible for catching up on any missed work due to absence or lateness. Teachers will make this accessible and provide additional support if required.

6. Responsibilities for parents and carers (of students under 18)

- 6.1. Parents and carers are expected to encourage their young person's full attendance at all lessons. Continuing the ongoing preparation for adulthood and developing sustainable working habits.

- 6.2. If your young person is unable to contact the college about their absence, please notify us on their behalf.

7. Responsibilities for employers

- 7.1. If employing an apprentice, make all reasonable efforts to ensure that the apprentice **can** attend all elements of the apprenticeship programme and adhere to the agreed attendance schedule.
- 7.2. For employers supporting students on industry placement or work experience, confirm attendance to scheduled dates via the agreed reporting method. Informing the college if students **do not attend** at your earliest convenience.

8. Responsibilities for staff

- 8.1. Role model exceptional behaviour, attendance and punctuality at all times.
- 8.2. Teaching, learning and assessment activities will be planned to foster and promote good attendance and punctuality. By making learning meaningful, engaging and accessible for all.
- 8.3. Teachers are required to complete all registers in an accurate and timely manner.
- 8.4. Teachers should welcome late students into their class with as little disruption as possible and discuss their reason for lateness at the end of the lesson.
- 8.5. Personal tutors will monitor and address attendance concerns across all aspects of their study programme, directly with their tutees through meaningful 1 to 1 tutorial meetings and in line with agreed absence triggers. These meetings will result in an agreed support intervention plan for improvement.
- 8.6. Personal tutors will review support intervention plans and acknowledge improvements made or refer the student for specific support from the Positive Intervention Team and / or a support intervention panel to agree next steps where attendance is continuing to decline.
- 8.7. Heads of Personal Development along with Progress Coaches will work with personal tutors, academic and support staff and students within their department to ensure that this policy and associated procedures are delivered. This includes monitoring closely and providing the necessary support and guidance.
- 8.8. Curriculum Heads will ensure that their staff comply with this policy and guidelines and monitor, report and take action in response to the attendance of the students in their section and that College policy and processes are upheld consistently.
- 8.9. Curriculum Heads will ensure that, where necessary, improvement strategies are developed to support positive attendance punctuality and that positive attendance and improved attendance is celebrated.
- 8.10. Assistant Principals are responsible for ensuring that this policy is delivered in a compliant and consistent manner across their department to ensure agreed

processes are followed and deliver the high expectations for attendance and punctuality across their department. Assistant Principals have overall responsibility for the deployment of the positive intervention and disciplinary process across their department and will work closely with department staff to ensure processes are carried out consistently and effectively.

- 8.11. Quality assurance activities relating to this policy and associated procedures will be coordinated through the Quality and Innovation in Learning Team under the direction of the Vice Principal Curriculum, Quality and Performance.
- 8.12. In some exceptional circumstances the College may be required to notify external agencies including the police or local authority of instances of absence.
- 8.13. Appropriately trained staff may undertake home visits if there are concerns about a student's welfare.

9. Related Policies and Documentation

9.1. This policy should be read in conjunction with other relevant policies and procedures including:

- Parent and Carer Guide
- Positive Behaviour Policy
- Safeguarding and child protection Policy
- Student Charter and Contract
- Single Equality Scheme
- Progress and Attendance Guidance for Staff

10. Prevent Duty Statement

South Devon College, South Devon High School and University Centre South Devon are fully committed to safeguarding and promoting the welfare of all students, staff and visitors. We recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability. All our staff, students and services are expected to uphold and promote the fundamental principles of human rights and British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

This statement reinforces our expectation that staff are fully trained and engaged in being vigilant about radicalisation and extremism; that they overcome any professional disbelief that such issues will happen here and ensure that they work alongside each other, professional bodies and external agencies to ensure that our students, staff and visitors are safe from harm.

11. Monitoring and Review of Policy

The Policy will be monitored by Assistant Principals and Heads of Personal Development and Learner Progress and approved by the Senior Leadership Team.

Approved by	Signature	Date
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Author:	Jess Tucker	
Owner:	Matt Harbour	
Approval Committee:	SLT Planning Day	26 May 2022
Next Review due	Annually	June 2023

*Students may request that the college does not share information with a parent or legal guardian, in which case we need to honor their request unless there is a genuine safeguarding concern.