



PLUMPTON

COLLEGE

GROUP

Student Attendance and Punctuality Policy and Procedure 2023/24

This Policy sets out a framework for managing student attendance and punctuality. It is relevant to all students who may study at the College including 14-16-year olds, study programme students, those on part-time courses, apprentices and HE students.

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Approved by	SMT
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The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

1. Policy Statement

- 1.1 This Policy outlines the approach taken by Plumpton College to encourage excellent attendance and punctuality, in order to enable our students to be the best they can be in ensuring they develop the knowledge, skills and behaviours appropriate to the College values and their future employment.
- 1.2 Excellent punctuality and attendance are at the heart of the College's 'Our Professional Workplace' framework (see Appendix), which sets out the expectations the College has of students as we prepare them for the world of work. Excellent time keeping and punctuality are an expectation of employers and in preparing our students for work, is an area of their personal development that must be focused upon.
- 1.3 It is the responsibility of every student to attend all timetabled sessions, whether they are face-to-face or virtually. The expectation is that excellent attendance and punctuality for students should exceed our College target of 90%. If students' attendance falls below an average of 90%, at any point in the year, this will trigger support and intervention measures as set out below and in the Behaviour Management Policy.
- 1.4 It is a legal requirement that all registers are completed for every lesson whether virtual (online delivery via Microsoft Teams) or onsite (face-to-face in College), within the first 15 minutes of the session.
- 1.5 Any absence, regardless of reason, is recorded as such and will therefore negatively affect overall attendance rate.

2. Procedure

2.1 All College teachers will:

- Arrive ahead of the scheduled teaching session and be prepared to start teaching at the scheduled time
- Start the lesson on time and do not wait for late comers. The College timetable is structured to enable students to be able to move between lessons and arrive on time
- Mark the register on Pro Solution using the College designated marks within 15 minutes of the lesson commencing
- In exceptional circumstances where Pro Solution access may be unavailable (e.g. out of wi-fi range) then the register should be taken manually and then the member of staff will update the electronic register system by 1700 on the same day
- Challenge late arriving students for their explanation and record them as late in the register

2.2 Students are expected to:

- Attend all lessons on their timetable (subject specific, English, Maths, Personal Development, Tutorials, Professional Development and Enrichment) and arrive before the start of the lesson properly equipped and prepared. This includes having the correct equipment, PPE, workbooks, pens and paper, equipment (such as calculators), student ID badges/lanyards and being 'ready to learn'
- Attend scheduled work experience
- Plan personal work commitments outside of timetabled lessons. Any absence for work will be unauthorised by the College
- Arrange doctors and other appointments out of College hours where possible
- Inform their Personal Tutor and relevant teacher in advance (where possible) if they have a genuine reason for lateness or absence. The student or their parent/guardian will be expected to provide evidence or documentation if required
- Follow the College [procedures for reporting absence](#)
- Regularly monitor their own levels of attendance on Pro-portal
- Understand the expectations of attendance, and the consequences of poor attendance as outlined in this policy and the Behaviour Management Policy and Procedure
- Make arrangements to catch up on any work missed during their absence with support as appropriate
- Proactively reduce the risk of absence and lateness to both College and work experience by managing their own health and wellbeing by:
 - getting adequate sleep
 - eating well
 - keeping a healthy routine
 - downloading the [My Healthy advantage app](#) to access wellbeing tools
 - use the [Student Assistance Programme](#) to help with wellbeing and managing good mental health

2.3 Interventions to support excellent attendance:

- Attendance and punctuality will be closely monitored by the Personal Tutor, Programme Manager and Curriculum Manager. Appropriate support and/or interventions will be taken in accordance with our Behaviour Management Policy and Procedure if a students' attendance falls below acceptable thresholds
- For any student within the College whose attendance falls below 90%, certain privileges will be withdrawn including their ability to access any student enrichment activities, social functions and representing the College at external events and sporting fixtures. This also applies to trips and visits and certain practical activities such as riding. This will remain until their attendance improves and targets set are met
- Where appropriate, parents/carers will be involved to address issues of attendance and punctuality

- The College reserves the right to exclude students (via the Behaviour Management Policy & Procedure) from a programme of study if absences are excessive (for vocational and or English and Maths classes) and it is judged that it is not possible for the student to catch up on missed teaching and learning or achieve the assessment outcomes of the course
- For students who are in receipt of a bursary award or resident at the College, their bursary may be withdrawn or residence place rescinded if their attendance falls below 80%. This will be monitored by the Finance staff and Student Services regularly on a half-termly basis
- For resident students, their attendance will be monitored daily and if their attendance drops overall below 90% (or 95%) for their attendance over any two-week period), a meeting will be held between their Personal Tutor and a member of the Student Services Team, in which targets will be set in accordance with the Behaviour Management Policy and Procedure
- If students do not attend the College for at least four continuous weeks and have not informed the College of any reason for absence, they will be withdrawn from their programme of study
- Within the first 6-weeks of a programme if absences are excessive and suggest that a student is likely to be unsuccessful on their course and has not responded to support and intervention measures put in place, the College reserves the right to withdraw a student from their programme of study

2.4 Students with medical/health conditions:

- It is acknowledged that for some students with diagnosed or disclosed medical conditions, a different individualised attendance target can be agreed as part of reasonable adjustments which may need to be made to a students' study pattern. This is very much dependent on their condition and the extent to which it may affect their ability to attend College frequently and achieve our standard expectation of 90%. Only when students disclose this information, which should be supported by accompanying evidence where possible, the students' Personal Tutor will conduct a 1:1 tutorial meeting in which the condition and students needs will be discussed and recorded. The revised programme of study (including attendance target and details of the timeframe to which this applies) should ensure that student achievement is not compromised. The revised programme of study must be approved by the Curriculum Manager
- Personal Tutors can agree an individual student's on-site attendance target not lower than 70%. For students where, greater adjustments are required this must be discussed and agreed by the Programme Manager and Curriculum Manager; an agreed attendance target in such cases would never be below 50%
- Students with medical conditions which are known to impact on their attendance are invited to highlight this in advance via the Individual Health Care Plan process. Support

will be discussed and put in place to assist the student in reasonable adjustments to enable them to attend to the best of their ability

- For those students whose health condition(s) prevent them from meeting the College's attendance targets, the Personal Tutor should utilise the 1:1 tutorial process to agree an appropriate attendance target (either for the year or for a specified amount of time if relating to a medical procedure) and to agree SMART actions the student can take in order to achieve this. Students to whom this relates to should have a 'M' badge mark against their name on ProMonitor
- Attendance will be closely monitored by the Personal Tutor, Programme Manager and Curriculum Manager. Appropriate support and/or interventions will be taken in accordance with our Student Performance Management Policy and Procedure if a students' attendance falls below the agreed threshold

2.5 Punctuality Procedure:

- If a student is late (arrives at any point beyond the scheduled start time of that lesson) they will be marked on the register as late
- Late comers are expected to quietly join the lesson and access the learning promptly (with minimal disruption to those who arrived on time). Students should explain the reason for their lateness at the end of the lesson. If the teaching member of staff is concerned about the reason behind the lateness the student will be referred to their Personal Tutor for further review. Excessive tardiness will be addressed via the Student Performance Management Procedure
- Students with high attendance and punctuality will be recognised through the College Values Awards Programme

3. Marking registers

3.1 Onsite lessons, all College teachers will:

- For students being taught face -to-face use the following mark if they attend, '/' (present) and if they have not attended the lesson, use 'O' (absent)
- If a student is late (any point beyond the scheduled start time of that lesson), use a late mark 'L' on the register

3.2 For programmes that have an element of online delivery for lessons, all College teachers will:

- For lessons being taught entirely remotely use the following mark if students attend, 'V' (Virtual Present), and if they do not attend the lesson, use 'U' (Virtual Absence)
- Ensure that timetables are current and accurate and notify studentrecords@plumpton.ac.uk if any changes are needed, i.e. room, time, staff member, for example

3.3 School Link students:

- Registers will be marked by 9.30am each morning
- The Education Pathways team will share details of absence with each school (for a 14-16 School Link student) and with parents directly (if an EHE student)
- If a student's attendance falls below 90%, the assigned Tutor/Progress Coach within the Education Pathways team, will conduct a 1:1 tutorial and agree SMART targets and actions to support that student to improve their attendance. These will be shared with parents/guardians and if necessary, further steps in the Behaviour Management Policy and Procedure invoked

4. Student absence reporting procedure:

4.1 If a student is unwell or unable to attend College for serious and unavoidable reasons then they must contact the College before 9am on the College Absence Line:

- Phone 01273 892 100 or
- Email away@plumpton.ac.uk
- Through the 'Contact Us' form on our website (www.plumpton.ac.uk)

4.2 Students are expected to explain their reason for absence, giving their name, course and Personal Tutor's name

4.3 All students are expected to arrive promptly for all lessons (if they know they are going to be late due to an unavoidable issue they should let their teacher know in advance)

4.4 Students must have passed their qualifications with excellent attendance and completed their work to guarantee progression onto another course at the College

5. Monitoring and tracking student attendance:

1.1 It is the responsibility of individual teachers to monitor student attendance at their lessons and identify trends or issues, using ProMonitor to raise areas of concern

1.2 It is the responsibility of the Personal Tutor to monitor individual student attendance on a weekly basis. Appendix 1 sets out the role of the Personal Tutor here, and corresponds with the College's Behaviour Management Policy and Procedure

1.3 Programme Managers should meet with their Personal Tutors on a weekly basis to discuss students whose attendance is a cause for concern and review the impact of measures put in place to address this

1.4 Curriculum Managers should meet with their Programme Managers weekly to discuss students whose attendance is a cause for concern, review the impact of measures that have already been put in place and agree where different intervention measures need to be taken

1.5 The Quality Manager will gather and analyse data from Curriculum Managers on a weekly basis to ensure that student attendance is being tracked and monitored effectively and consistently across College and the necessary support and intervention measures are being utilised. The Quality Manager will produce a weekly report for the weekly Academic Management Team meeting in which student attendance is discussed and will produce a fortnightly report to the Senior Management Team

Appendix 1 – Roles and responsibility for tracking and monitoring learner attendance							
Subject Lecturer	Personal Tutor (PT)	Programme Manager (PM)	Student Services (SS)	Curriculum Manager (CM)			
<ul style="list-style-type: none"> • Arrive ahead of the scheduled teaching session and be prepared to start teaching at the scheduled time • Greet the students at the door – see, smile, say • Mark the register on Pro Solution using the College designated marks within 15 minutes of the lesson starting • If the register is recorded on anything other than the College's electronic register system, then the member of staff will update the electronic register system by 17:00 the same day • Challenge late arriving students for their explanation and record them as late in the register (arriving at any point beyond the scheduled start time of that lesson) • Monitor student attendance at their lessons and identify trends or issues, using ProMonitor to raise areas of concern to the Personal Tutor 	<ul style="list-style-type: none"> • Monitor individual student attendance on a weekly basis and update the risk rating on Pro Monitor • Review comments on ProMonitor concerning punctuality and attendance and follow interventions as required (such as agreeing clear targets and actions to fulfil them) with the student. Details of these interventions are set out in the Behaviour Management policy and procedure • Update PM weekly re: attendance concerns and provide update on interventions in place (including impact) • Liaise, where relevant, with the English & Maths, ILD and/or Residential Team to ensure a co-ordinated approach to intervention and target setting • Involve parents/guardians/carers at each stage, where appropriate, to address issues of attendance and punctuality • For those students whose health condition(s) prevent them from meeting the College's attendance targets, utilise the 1:1 tutorial process to agree an appropriate attendance target (either for the year or for a specified amount of time if relating to a medical procedure) and to agree SMART actions that the student can take in order to achieve this. Ensure the 'M' mark is added against their name on ProMonitor 	<ul style="list-style-type: none"> • Meet with their Personal Tutors on a weekly basis to discuss students whose attendance is a cause for concern and review the impact of measures put in place to address this • Ensure interventions are timely and in accordance with the Behaviour Management policy and Procedure • Involve parents/guardians/carers at each stage of the intervention process to address issues of attendance and punctuality • Liaise, where relevant, with the English & Maths, ILD and/or Residential Team to ensure a co-ordinated approach to intervention and target setting if students' attendance falls below the required target • Ensure that Pro Monitor is used effectively to monitor and record attendance interventions and that risk ratings are regularly updated to reflect attendance status 	<ul style="list-style-type: none"> • Review the attendance alert each morning after first lesson which advises them of any students who have failed to attend the first lesson of the day • Check in with the students (welfare check), and record action and outcome on Pro Monitor • Operate a wake-up call list for students who have requested assistance with getting up in the mornings. A student can remain on wake-up list for up to two weeks when we would then expect a student to be able to wake and get to class independently 	<ul style="list-style-type: none"> • Meet with their Programme Managers weekly to discuss students whose attendance is a cause for concern, agree where the different intervention measures need to be taken • Ensure interventions are timely and in accordance with the Behaviour Management Policy and Procedure • Report fortnightly to the Quality Manager, monthly to the Vice Principal(s) 			
				Quality Manager (QM)			
				<ul style="list-style-type: none"> • Produce a fortnightly report to the Senior Management Team, termly to Corporation (Academic & Student Experience TAFG) 			