

NOTTINGHAM COLLEGE



Attendance Policy

September 2017

For review in September 2018

Purpose and Objectives

- Nottingham College is committed to supporting every student to attend College for each timetabled teaching session and tutorial, and to track and record each directed learning session.
- The College recognises the importance of high attendance levels to give every student the best opportunity to achieve their full potential. This in turn will lead to better retention and achievement and therefore improved student outcomes.
- This Policy sets out the key objectives, monitoring and assurance mechanisms for ensuring that College systems and procedures contribute effectively to the aim of achieving 100% student attendance across all components of the Programme of Study (PoS).

Aims and Expectations

Attendance

- The College target for student attendance is 100%.
- It is expected that all Curriculum and Customer Experience colleagues with direct contact with students reinforce the expectation that students strive to achieve 100% attendance.
- Whilst the College will encourage all students to achieve 100% attendance, it recognises there will be occasions where students are unable to attend due to illness or other genuine circumstances.
- Curriculum Staff should ensure that where authorised absence has taken place, the resources to support the class(es) missed are made available and it is the student's responsibility to complete any work missed through absence.
- Directed study can be classed as positive attendance, where this is planned as part of a Programme of Study, tracked and evidence of learning activities is present.
- Unauthorised absence is not acceptable. Persistent unauthorised absence will lead to [student disciplinary](#) action being implemented, and may ultimately result in student exclusion.
- Progress Tutors will monitor attendance of every component (main qualification(s), English, Maths, Progress Tutorial, etc.) of the PoS and will agree intervention strategies and set individual attendance targets with their students. Their objective is to ensure every one of their identified students achieves a minimum of 90% attendance.
- Where attendance falls in any component of the PoS, a standard College letter will be sent to students explaining that their place at College is at threat and follow up actions will be triggered by the Progress Tutor to ensure the student continues to attend every component and achieves the college expectations around attendance.
- Faculties have also developed local approaches to deal with attendance issues. These approaches vary depending on the student group and their Programme of Study.

- Unexplained sudden absence should be followed up immediately by the Personal Success Coach (PSC) or Learning Achievement Coach (LAC) and efforts taken to establish why a student has stopped attending. Unexplained sudden absence could be a sign of something more serious relating to the welfare of a student and therefore should be investigated. Any concerns should be reported to the College's Safeguarding Team.

Lateness

- Teaching staff and students are expected to be punctual, ready to learn and all classes should start on time.
- Lateness should be challenged and managed by teaching staff.
- Students that are late should join the remainder of the lesson, with the member of teaching staff setting relevant objectives around work missed, but without taking time away from the other students. Tutors should follow up lateness before the end of the session, flag concerns on the eLP and take appropriate steps to resolve.
- It is the responsibility of the student to catch up on work missed.
- Faculties have developed local approaches, such as handing out and monitoring late slips, to deal with lateness. These procedures vary depending on the student groups.
- Lateness will be reviewed during Progress Reviews with the Progress Tutor and PSC
- Where persistent lateness occurs this will lead to student disciplinary action and may ultimately result in student exclusion.

Responsibilities

- The Vice Principal Curriculum is responsible for this Policy and ensuring its objectives and assurance mechanisms are adhered to.
- The Director of Curriculum is responsible for reporting on progress towards targets and driving improvement
- Heads of Faculty and Faculty Area Managers are responsible for
 - ensuring that the attendance and lateness expectations and procedures are adhered to
 - Accessing attendance reports and dealing with any resulting issues.
- All Teaching Staff and Progress Tutors are responsible for:
 - Adhering to this policy and working towards the College Attendance targets
 - Identifying concerns in attendance patterns and responding appropriately
 - Completing registers accurately and in a timely manner
 - Complying with the Registry guidance on how to record and evidence attendance and lateness
 - PSCs/LACs are responsible for applying appropriate intervention strategies and monitoring progress of those students identified as 'at risk'.
 - PSCs will support Progress tutors to follow up and address poor attendance

- Registry Teams are responsible for:
 - Adhering to this policy and working towards the College Attendance targets
 - Ensuring that the College systems are updated with register information received by Teaching Staff.

Monitoring and Assurance Mechanisms

- The Senior Leadership Team and Faculty Management Teams will use the following mechanisms to oversee the accuracy of recording and reporting attendance and lateness, and the ongoing performance throughout the year:
 - Registers
 - Progress Reviews
 - Attendance Reports
 - Cause for Concern/Student Disciplinary records
 - HoF/Faculty/Team meetings
 - Student Success and Development Success Committees
 - Performance Reviews