

# **B**HASVIC

## **STUDENT ATTENDANCE POLICY**

Last Updated:  
Quality & Curriculum Committee:  
Corporation Approval:  
Review Date:

March 2016  
March 2016  
March 2016  
March 2019

## **Student Attendance Policy**

### **1. Policy statement**

- 1.1. The College's E4L ethos of 'consideration of self and others' drives the expectation we place on our students to maintain high levels of attendance and punctuality. Regular and full attendance and punctuality have a direct and positive impact on a student's ability to achieve. The converse of this is that low attendance and punctuality can frustrate the achievement of the individual and disrupt the learning of others. Good attendance and punctuality are part of BHASVIC's aim to continually improve retention and achievement of all our students.

### **2. Policy scope**

- 2.1. This policy applies to all State funded students who study during the day time at BHASVIC. This policy does not apply to students who are taking evening language courses at the College. This policy will be implemented by all teachers and personal tutors, aided by the Attendance, Guidance and Student Services Teams. The specific expectations regarding student attendance are set out in the booklets available for both students and parents/carers, a copy of which is given to all students and their parents/carers at the start of each year and which is also available on the BHASVIC website.

### **3. Policy aims**

- 3.1. This policy aims to assist all students to take responsibility for their full and prompt attendance at College. Doing so will enhance their learning experience, develop their personal skills and promote high achievement, retention and successful progression into continued study or employment.
- 3.2. Specifically, the College aims to:
  - 3.2.1. Promote excellent student attendance and punctuality.
  - 3.2.2. Support students who are experiencing genuine difficulties in attending College.
  - 3.2.3. Publish and implement strategies to raise overall attendance and punctuality which are understood by all students, staff and parents/ carers.
  - 3.2.4. Publish and implement attendance and punctuality monitoring procedures which are understood by all students, staff and parents/ carers.
- 3.3. The College will do this by:
  - 3.3.1. Monitoring student attendance and punctuality for all scheduled commitments<sup>1</sup>.
  - 3.3.2. Discouraging students from taking unauthorised absence at any time, and making clear to students and parents/ carers the implications of doing so.
  - 3.3.3. Ensuring that there are effective procedures in place to deal with unauthorised or prolonged absence and poor punctuality.
  - 3.3.4. Identifying 'at risk' students quickly and taking appropriate action.
  - 3.3.5. Emphasising to students that good attendance and punctuality is an important part of the College's E4L ethos of consideration of self and others, a courtesy to

---

<sup>1</sup> For example, lessons, tutorials, subject reviews, subject extensions, meetings, trips, sports fixtures, rehearsals, performances, College events, etc.

fellow students as well as to staff and that poor attendance and punctuality by an individual affects the quality of learning of others.

#### 4. Policy details:

- 4.1. **Attendance:** Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments (such as lessons and tutorials). On accepting a place at the College and on enrolment to the College, students sign a contract with BHASVIC which outlines this expectation and which they must agree to.
  - 4.1.1. Attendance is one of the most significant factors in a student's success and the College monitors each student's attendance very closely.
  - 4.1.2. The College celebrates high attendance with students through written acknowledgement of 98, 99 and 100 percent attendance.
- 4.2. **Punctuality:** Students learn the importance of punctuality through the College's expectation of punctual arrival to all lessons and events. Minutes matter at BHASVIC and students who are unable to make the start times to lessons should consult with their teacher and personal tutor to resolve difficulties. If a student is late to a lesson or tutorial, the teacher must use the appropriate late mark in the register (as outlined in the relevant handbook procedures) and record the number of minutes that the student is late. Students who do not resolve ongoing poor punctuality will be managed under the College's Student Discipline procedures.
- 4.3. **Absence:** Students should not miss a lesson or tutorial unless they have followed the correct procedure for absence outlined to them in the 'what to do if absent' booklet on the College's website.
  - 4.3.1. It is the student's responsibility to communicate effectively with the College in respect of all absences and to arrange to catch up with any work they have missed.
  - 4.3.2. Students whose absence is above 10% over the duration of a term would normally be considered of concern. In such cases staff are likely to support the student to improve their attendance and this will be recorded in an Action Plan which is sent home.
  - 4.3.3. If, by the end of the first half of the summer term, overall absence is above 10% £50 towards the cost of their assessments may be charged to the student.
  - 4.3.4. If a student's absence levels remain of significant concern and do not noticeably improve following the use of Action Plans, they are likely to be removed from the subject or, if across two or more subjects, asked to leave the College. Decisions about a student's continuation in a subject or at the College will be made by the Guidance Manager, in consultation with all stakeholders including the student and parents/ carers.
- 4.4. **Reasonable Adjustment for high levels of absence**
  - 4.4.1. In cases of high levels of absence, the College will help all its students towards success.
  - 4.4.2. Where students require special help the College will offer the extra support it can (for example, through a temporary period of working from home with email contact from a teacher). Students and parents or carers will be consulted with on how best to manage high and/or ongoing absence and agreement will be sought on what support will work and is reasonable. The student will be expected to engage with the process and take advantage of anything we are able to offer in the way of support.

- 4.4.3. The level of support available is defined by the limits of the College's resources<sup>2</sup> and not by what it takes to enable a particular student to succeed.
- 4.4.4. There can come a point where it is no longer in the educational interests of the student to continue with a subject or their studies.
- 4.4.5. 'Educational interests' includes everything to do with the student's educational development but, centrally their success in their studies.
- 4.4.6. The sole arbiters of 'educational interests' are the relevant College staff.
- 4.4.7. In making judgements about educational interests, College staff will always be guided, but not determined in their judgement by all other relevant parties' advice (for example, the student's assessment of their circumstances and what they would like, parent or carers views, medical evidence, etc).
- 4.4.8. When a student is deemed unlikely to succeed in their studies, owing to absence, they will normally be asked to leave.
- 4.4.9. If any of the following points apply to the causes for a student being asked to leave, then a restart will normally be offered:
- Causes were due to circumstances outside the student's control, such as health.
  - Evidence is available to show that causes, such as health, are not likely to trigger a repeat of the problems which occurred (for example because there is a decrease in their acuteness or causes can be better managed).
  - Causes are not linked to attitude to learning, motivational or disciplinary problems.
  - It is in the student's educational interests to restart.

## **5. 16-19 Bursary**

- 5.1. Awards of bursaries will be dependent upon students maintaining attendance above 90% and displaying satisfactory behaviour at College.<sup>3</sup> It is important to note that the College is accountable to the Department for Education for administration of bursary funds within the national guidelines and is audited annually on this duty.

## **6. Roles and Responsibilities**

- 6.1. All Students: must closely follow the guidance set out in the leaflet 'what to do if you are absent from college'. Students have responsibility to communicate as early as possible regarding any matters affecting their full attendance and punctuality.
- 6.2. All Parents and carers: are asked to ensure that they support their child's ability to meet College expectations by not arranging family holidays during term time and by providing evidence of authorised absences. Parents and carers receive three attendance reports across the academic year and the codes used in these reports are made available with the reports. Parents and carers are asked to monitor their child's attendance and to consult with the College if attendance is not above the expected level of 90%.
- 6.3. All Staff: are required to know and follow published procedures on student attendance.
- 6.4. The Attendance Team: will contact the parents/ carers of a sample of students who were absent without prior notification on a daily basis by telephone or text message.

---

<sup>2</sup> Resources include teaching staff time, Study and Pastoral Support services, additional resources that may be provided by Local Authority health and education plan provision.

<sup>3</sup> Outlined in Bursary Funds Application Guidance Notes document

The parents and carers of all students whose attendance or punctuality is causing concern will be specifically selected for contact.

- 6.5. Teachers and Personal Tutors: are required to monitor attendance accurately through the timely completion of registers and other relevant College procedures laid out in the staff handbook. Students whose attendance or punctuality is causing concern should be set clear and appropriate targets for improvement, and must be supported to achieve these targets. This is likely to be via an Action Plan, a copy of which is sent home.
- 6.6. Guidance Managers: will make decisions about charges or removal from subjects or the College in regard to cases where a student's absence is of serious concern. They will also provide higher level support for students whose attendance remains a concern despite support and action planning. Guidance Managers will consult students, parents/ carers and teachers on any matters to do with extended absence, charges or extenuating personal circumstances.
- 6.7. The College: will meet the requirements of the SEND code of practice and will make reasonable adjustments in the case of unavoidable absence<sup>4</sup>.

## **7. Monitoring and review of policy and procedures**

- 7.1. Breaches of this policy or College procedures regarding student attendance will be monitored via the complaints process; via the Student Support and Referral System (SRS) and via student casework tracking within the Guidance Department.
- 7.2. A review of College procedures will take place on an annual basis by relevant departments through the Self-Assessment and Action Planning cycle and through Student and Parent surveys. If internal College procedures need to be changed this policy will be adjusted accordingly.

## **8. Related Documents**

Admissions Policy

Complaints Policy

Equality and Diversity Policy

Examination and Assessment Policy

Instrument and Articles of Governance

Student Charges Policy

Student Financial Support Policy

Student Discipline Policy

The Student College Contract

---

<sup>4</sup> Unavoidable absences for reasons such as a close family bereavement, religious festivals, College trips, university visits or a prolonged absence caused, for example, by long term ill-health.