

WORCESTER SIXTH FORM COLLEGE

Attendance Policy and Punctuality Procedures

Date: September 2024

1. Scope

1.1 These procedures apply to students enrolled on all courses at Worcester Sixth Form College.

2. Introduction

2.1 Attendance is compulsory at all classes (inclusive of Maths & English and tutorial sessions) and work-related activities. All these are an integral part of a student's study programme and students are expected to be punctual in their attendance at these.

Students whose attendance falls below 95% in any aspect of the programme of study will meet with their Tutor and persistent low attendance or poor punctuality may constitute a breach of the Student Code of Conduct which would result in disciplinary proceedings and possible temporary or permanent exclusion.

3. Types of Absence

3.1 Planned absence

Students must try to ensure that routine personal appointments, such as doctors, dentists and driving lessons take place outside the timetable except in an emergency.

- i) Where the student knows that he/she will be absent for a lesson due to a medical appointment, driving test, interview etc, it is his/her responsibility to provide the Tutorial Hub with appropriate evidence at least one day in advance. This should be the appointment letter, for example.
- ii) If a student is sent home because he/she is unwell the person responsible for taking the decision must inform the Tutorial Hub.
- iii) Where students will be off-site due to a College-organised activity, the trip organiser will complete the required paperwork and ensure registers are

marked accurately. Student must ensure they have completed and returned a signed parental permissions slip for the trip.

3.2 Holidays

Students must not to take holidays during term-time.

If planned absence is unavoidable, even if it is just for one day, students must obtain permission from their Head of Year/tutor well in advance by the student obtaining a Notification of Planned Student Absence form from the Tutorial Hub. This form must be completed by the parent(s) and appropriate subject staff to make clear any work that may be missed and which will need completing together with agreed deadlines. An indication of the likely impact on their learning/development will also be made. (Please note that possession of this form does not mean that permission has been given for the planned absence as this is dependent on the form being completed in full and being approved by the tutor, see below). Once this form has been completed the student must take it to their tutor and, where there are concerns, the HoY, at least two working weeks before the proposed holiday, who will decide whether permission can be granted. If permission is granted the tutor/Head of Year will sign the form and give a copy to the student and the Tutorial Hub.

Permission will not be given where students arrange holidays on their own, with friends or family members other than parents. Students who do this will be subject to disciplinary procedures and may be excluded from College. Permission cannot be obtained retrospectively.

The College calendar for term-time and holidays is distributed to all students and parents. It is also available on the College website.

3.3 Sickness absence

Student absence due to sickness or other reasons not included within authorised absences will require parents/carers to contact the college on the morning of the absence. This should be via the Parent Portal, phone or email to the relevant tutor.

All absences are to be reviewed by the tutor.

3.4

If a student is absent for four consecutive weeks and does not make contact with WSFC, the Head of Year will send a letter to establish whether the student wishes to return. If the student indicates that they do not wish to return or does not respond to the letter within 5 working days they will be removed from the college register. Exit interviews will be arranged with the Head of Year or a member of the careers team wherever possible.

3.5

A target of 100% attendance is in place for all students. Those who fall below this target will be subject to the attendance process (attached). This may result in the start of disciplinary procedures as detailed in the student code of conduct. WSFC may not fund or authorise examination entries if teachers feel that the chances of success have been hampered by frequent absence.

4. Responsibilities

Students are responsible for attending all required classes punctually, and for communicating with their teachers on matters relating to their attendance and punctuality.

Guidance for parents regarding reporting absence procedure can be found in the *Guide for Parents* and the College website.

Parents must:

- i) Contact the College on the first day of absence using *the Parent Portal*
- ii) Contact the College again if there is a second day of absence or longer. They should be asked to predict a likely return date. Tutorial Hub staff will pass on requests for work to be sent home if this applies.
- iii) Encourage their child to give them access to the Portal so they can check their contact details are accurate.
- iv) Reinforce the importance of 100% attendance.

Students must:

- i) Attend all lessons and tutorials that appear on their timetable
- ii) Ensure they speak to their tutor and subject teachers upon their return from any absence.
- iii) Inform the Tutorial Hub at least one day in advance of any planned absence (e.g. medical appointment, university interview) and providing evidence as appropriate.
- iv) Heads of Year will use their discretion in deciding what evidence to accept. Inform the college and the employer if they are unable to attend work experience or a placement.

5. Monitoring process

- 5.1 All attendance will be monitored by the department and the Tutor who is responsible for their own students' attendance.
- 5.2 Any student absent without permission will be required to meet his or her tutor/HOY following their return to college.

5.3 Where attendance falls below 85%, parents will be informed and the disciplinary process may be instigated.

6. Punctuality

6.1 A student will be considered late if they arrive after the start of the session. Good punctuality means that everyone is ready to begin at the exact start time with no loss of the learning period. Over the course of the year prompt starts enable both staff and students to use the full timetabled period. This can make a real difference to students seeking additional time to discuss learning content in order to improve their understanding.

6.2 All lateness will be recorded on registers for any session throughout the day.

6.3 After a student has been late three times they will be seen by their tutor and set a target for improvement. If the student fails to improve their punctuality, they will see the Head of Year and the disciplinary procedure will be invoked.

6.4 Lateness will be challenged in classes at a convenient moment.

6.5 Students who attend a lesson but leave before the end will be marked as having done so.

7 Procedure

Authorising Absence in Advance

- Where the student knows that he/she will be absent for a lesson due to a medical appointment, driving test, interview etc, it is his/her responsibility to provide the Tutorial Hub with appropriate evidence at least one day in advance. This should be the appointment letter, for example.
- If a student is sent home because he/she is unwell the person responsible for taking the decision must inform the Tutorial Hub.

Sickness or unauthorised Absence

Parents contact the College via the Portal, by phone or email the relevant tutor.

7.1 When there are issues with attendance, parents will be contacted by letter.

7.2 Students with repeated absences and continued poor attendance (without notification) falling below 85% will put the student's future at College in jeopardy as the Disciplinary process will be followed. Staff need to speak to students and refer if they are repeat/serial offenders.

Reporting Absence, Monitoring Punctuality and Consequent Action

- i) The College will send a daily automated email to parents where an absence is unauthorised. This includes absence from any subject lessons, tutorial or Impact sessions.
- ii) Pastoral Tutors are able to see up to date attendance data using *the College Portal* and will regularly contact students and parents using a variety of means including phone, text, email and letters when absences occur. Pastoral Tutors are the first line of contact for following up absences.
- iii) Pastoral Tutors will meet with students who demonstrate repeated absence or lateness to lessons. Action taken may include contact or a meeting with parents, forms of positive intervention, liaising with teaching staff where subject issues arise, or being placed on an attendance/punctuality report.
- iv) Pastoral Tutors will record a summary of the meeting with a student, and any action undertaken, as an Interview on the College Portal. Where attendance or punctuality has been raised through an Academic Concern the action taken will be referred to within the Concern as well.
- v) Repeated failure to attend lessons will be treated as a breach of the Student Code of Conduct and the disciplinary processes contained within this policy may be followed.
- vi) Significant absence from lessons or lateness may jeopardise a student's ability to progress with their current programme of study.

1. Action taken with students with poor punctuality and attendance

- i) Tutors contact with student e.g. phone, email, face to face
- ii) Interview with student. Forms of positive and restorative intervention undertaken
- iii) Contact with parents and teaching staff
- iv) Disciplinary action taken – weekly attendance report
- v) Meeting with parents
- vi) Referral to Head of Year

ATTENDANCE AND PUNCTUALITY PROCESS SUMMARY

Academic teacher or Tutor Marks Register	Late if arrives after the start of the lesson Late students must be admitted to class on arrival but must knock and wait for the teacher to admit them at a suitable point.	After 3 occurrences discuss with teacher to identify reasons and remedial action – recorded as a concern. Repeated lateness – meeting with tutor, parents notified.
	Absent	After every absence ensure a brief

		<p>conversation with teacher to identify reasons ensure catch up work is set.</p> <p>Tutor will monitor patterns and occurrences of absence. Repeated absence - meeting with tutor, parents notified.</p>
Weekly monitoring	Tutors to monitor individual attendance.	Heads of department monitor attendance by group.

Attendance	Expected Course of Action
Attendance -falls below 100%	Highlighted by tutor/teacher. Causes for absence identified.
Attendance between 95 -85%	Discussion with Tutor - outcome or target for improvement set and recorded on the Portal and student monitored closely.
Attendance less than 85%	Discussion with Tutor and the start of disciplinary process or, in cases of ill health, the fitness to study process. Parents involved.