

| | |
|------------------|---|
| Policy Title | Attendance and Punctuality Policy for Students |
| Issue date (m/y) | July 2011 |
| Author | Student and Support Services Manager |
| Approved by | Curriculum Managers Group |
| Review Date | July 2012 |
| Page | 1 of 4 |

Context and/or Aims

Loughborough College recognises the relationship between good attendance and punctuality and student success. For students to achieve their maximum potential, they need to have high levels of attendance and punctuality. Persistent lateness to classes is disruptive to the teaching and learning activities of all College students.

Policy Statement

Loughborough College will use a variety of processes to encourage good student attendance and punctuality. We will always advise against students missing classes.

Requirements for Implementation

- Staff will start classes on time and arrangements will be made if they are to be late
- Persistent lateness of staff will be addressed by the Team Leader or Curriculum Team Manager.
- Student attendance and lateness will be placed on the agenda of at least one Team meeting each year, to monitor the impact of this policy and make recommendations for improvement.

Promoting good Attendance

- All learners are expected to attend **all** their timetabled sessions, **on time**.
- Standards of attendance and punctuality will be set by teachers and Progress Tutors during induction
- Students must contact the College's Absence hotline ☎ 01509 618252, ✉ absence.hotline@loucoll.ac.uk as soon as they know they will be absent, providing details of their name, course, contact tutor and reason for absence.
- Absence hotline messages will be relayed to Curriculum Teams as soon as they are picked up.
- Some students may be eligible for various forms of financial support. Payments may be affected if attendance drops below 100%.

Promoting good Punctuality

- Punctuality will be encouraged, by teachers, as a good habit and any persistent lateness (more than five minutes after the scheduled start of a session) will be challenged appropriately with the individuals concerned.
- Course teams will develop consistent approaches to deal with poor punctuality and will reinforce the approach throughout the course.

| | |
|------------------|---|
| Policy Title | Attendance and Punctuality Policy for Students |
| Issue date (m/y) | July 2011 |
| Author | Student and Support Services Manager |
| Approved by | Curriculum Managers Group |
| Review Date | July 2012 |
| Page | 2 of 4 |

- Lateness is not a reason for excluding students from classes (and doors should never be locked when a group is in a room) but should be managed as part of the ILP review process if it is causing a problem. Persistent unauthorised lateness will be referred to Progress or Course Tutors via a 'Cause for Concern Form'
- If a student is late once, the teacher will ask them to explain the reason. If the problem is to be legitimately consistent throughout the course e.g. travel arrangements or medical conditions, which make it impossible for the student to arrive at the expected time, then a note should be made on the student's file.
- If a student is late for the first class of the day for other reasons, teachers will explain that this is disruptive to learning and the student will be encouraged to attend on time. A note will be made on the student's file.
- A student who is late for other classes during the day will be treated similarly but the reasons may be less acceptable.
- Students arriving late should not disrupt a class and may be asked to knock on the door and wait before being invited into the class. They may be invited to sit down and start the task or join in. If this is not possible e.g. if a practical class has already started, the late student may be invited to observe the class rather than participate.
- Students will be challenged, supportively, about their lateness, but the reason for their lateness will not be raised in front of the whole class.

Actions in cases of poor Attendance or Punctuality by Students

- Students whose level of attendance or punctuality is unacceptable may be subject to the College disciplinary procedures.
- If a student has not attended any classes for at least four continuous weeks, and has not informed the College of any reason for absence, the student will be automatically withdrawn from the College and a withdrawal notification will be sent to MIS by the Curriculum Team.
- Students under 16 (on release from school) will be told that if they are late on three consecutive occasions, a College Concern Note will be completed and sent to school.
- Students aged 16-18 will be informed, that if they are persistently late with no acceptable reason, a letter will be sent to their parents (unless there is an objection from the student) after three consecutive late arrivals or regular lateness e.g. every Friday.
- Contact will be made with employers following any unexplained absence or after two absences/late arrivals, where students are in attendance on release from employment.

Prolonged Periods of Absence by a student

| | |
|------------------|---|
| Policy Title | Attendance and Punctuality Policy for Students |
| Issue date (m/y) | July 2011 |
| Author | Student and Support Services Manager |
| Approved by | Curriculum Managers Group |
| Review Date | July 2012 |
| Page | 3 of 4 |

- The college is under no obligation to provide extra support where a student is absent from classes, except for reasons of absence relating to a disability or medical condition.
- When a student is absent in other circumstances the risk to their achievement and responsibility for their learning lie with the individual student and their family, if appropriate.
- The student should request, from tutors, any notes and assignments which are available in advance of the period of absence, agree deadlines, and be responsible for ensuring that all deadlines are met.

Acceptable reasons for absence from classes, to be notified and agreed in advance with staff:

- Medical or similar appointments that cannot be arranged outside college hours
- A religious holiday that has been agreed in advance with a tutor (usually one day per recognised festival)
- A visit to a university to attend an open day or interview or a career related interview
- A need to look after a family member or other person for whom the learners acts as a carer, but not on a regular basis.
- A special activity such as participating in events that reflect a significant level of achievement, e.g. national or regional drama, sport or music event.
- Attendance at a probation or court meeting
- Attendance at the funeral of a close family member
- A driving test – NOT driving lessons
- Attendance at Governors or Course Representative meetings.

Non-acceptable reasons for absence from classes

- Routine dentist or optician appointments or regular appointments with a counsellor or social worker (these should be made outside college time)
- Holidays
- Work, either full or part-time
- Leisure activities
- Birthdays or similar celebrations
- Babysitting or looking after siblings

It should be noted that these lists are only examples, rather than covering every eventuality.

| | |
|------------------|---|
| Policy Title | Attendance and Punctuality Policy for Students |
| Issue date (m/y) | July 2011 |
| Author | Student and Support Services Manager |
| Approved by | Curriculum Managers Group |
| Review Date | July 2012 |
| Page | 4 of 4 |

Related Documents

- Admissions Policy