

Student Attendance and Punctuality Policy

**Version
2021**

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Next Review Date:	June 2023
Reviewed By:	Kal Kunor
Related Documents:	Positive Behaviour Management Policy; Fitness to Study Policy

Introduction

High levels of attendance and punctuality facilitates a good education and future career prospects. Ensuring high levels of both student attendance and punctuality are the responsibility of all staff at Joseph Chamberlain.

Every student who has been accepted at Joseph Chamberlain College has inspired some confidence in terms of the attendance level that the college expects. This is usually the result of having had a good level of attendance and punctuality from school.

Purpose

The purpose of this policy is to;

- help students develop a positive approach to attendance and punctuality
- reduce the rate of absenteeism and lateness and to encourage full attendance where possible
- detect and correct patterns of poor attendance and punctuality
- support students who have genuine barriers to attending college
- reward students for high levels of attendance and punctuality

Scope

- This policy applies to all students 16-19-year-old students at the college.

Key Principles

- All students should attend all lessons.
- All students should be punctual for all lessons.
- Students must be able to provide reasons for any unavoidable absence.
- All staff should challenge poor attendance and poor punctuality at the earliest opportunity
- All staff should allow a student to join the class who arrives late to lesson however the student should explain the reason for their lateness to the member of staff. Only in exceptional circumstances should a student not be allowed to enter the classroom such as a practical assessment being carried.
- All staff are responsible for keeping student absence and lateness to a minimum.
- All staff should update ProMonitor with any conversations or interventions they have put in place to help support a student to improve their attendance or punctuality.

- Through the College rewards and recognition process students are rewarded for high levels of attendance and punctuality.
- All students are encouraged to make appointments, including medical and dental during their free time.
- Holidays **must not** be arranged during term time. Permission will not be granted under any circumstances for a family holiday during term time. Breaching this requirement may mean the student's place at college is at risk.
- Permanent exclusion should be the last resort and hence should be rarely used.

Procedures

➤ **Completing the register**

- A register should be marked accurately by the class teacher in every lesson as a safeguarding measure.
- The register should be completed online at the start of each session and at least within 15 minutes of the start of lesson. Marks should be entered for every student on the register using an agreed register code
- If a student arrives after the register has been completed the register should be updated with a late mark for that student.

➤ **Student absence**

- All students are all required to telephone the College absence line 0121 446 2200 (or arrange for this to be done for them) should they have to miss a class, or if they are going to be late. They can also send an email to the absence email account absence@jcc.ac.uk . Some degree of leniency may be shown to students with medical or personal reasons for absence provided the teacher is made aware of the situation as soon as is possible.
- Every time a student is absent from, or late to a lesson they must give an adequate and acceptable explanation to the teacher.
- If the teacher is not satisfied by the explanation, then they need to record this on ProMonitor and the student's Personal Progress Tutor will address this with the student.
- If a student has to leave college during the day for any reason, they must inform their Progress Tutor or if it is a medical reason as to why they are leaving early they need to speak to the college nurse. This absence may or may not be authorised.

- Students receiving financial support will only obtain continued assistance if they achieve at least 95% in both attendance and punctuality.
- Information regarding students attendance and / or punctuality will be disseminated via the 'Learner Comments' section of ProMonitor.

➤ Covid-19

If a student informs the college that they have tested positive for Covid-19 then the following process is initiated

- The Student Support Adviser will contact the student and inform them to isolate for the prescribed isolation period. Parents are informed of this decision by letter and email. The student's id card is blocked so they are unable to enter the premises until the isolation period is over.
- The Student Support Adviser will update registers with a 'I' mark to denote the isolation period. ProMonitor is also updated to reflect the student's absence from college.
- Seating plans are checked to identify any close contacts. If any close contacts are identified they will be asked to isolate. Again, parents will be informed by letter and email. Registers and ProMonitor will be updated for these students to reflect to isolation period.
- When student returns after their isolation period they are seen by the college nurse team and temperature checks are completed. Their id card is unblocked and student is able to return to their lessons if there is no cause for concern.

Encouraging high levels of attendance and punctuality

- College views rewards and recognition as an integral part of the learning process of students. Rewards and praise may include:
 - Verbal praise
 - Celebration Postcards
 - Certificates
 - Phone calls
 - Letters sent home
 - Email or text message
 - Effort and Achievement Awards
 - Reward Trips – End of Year trip
 - JCC attendance and punctuality expectations

Attendance/punctuality level		Expectation
95% and above	Green	On target to meet and exceed target grade - no concerns
90% to 94%	Amber	Early intervention required at risk of not meeting target grade
Below 90%	Red	At serious risk of underachievement. Student should be on a formal process

Responsibilities

All staff members have a responsibility to;

- mark registers on time and accurately
- monitor students' attendance and punctuality and intervene if a student is displaying concerns
- update ProMonitor detailing any concerns regarding the attendance and punctuality of a student

Personal Progress Tutors have a responsibility to;

- support the student to achieve high standards of both attendance and punctuality
- ensure students understand College expectations in terms of attendance and punctuality
- work with teaching staff to monitor student's attendance and punctuality
- use Attendance reports on REMS/ProMonitor to check for any patterns that occur and ensure that there is an acceptable explanation for each absence and lateness
- lead on a stage 1 meeting, liaise with staff and parents, set targets and provide support interventions
- review progress of students and refer to the Progression Manager if insufficient progress is made
- ensure that meeting notes or discussions are recorded on ProMonitor as soon as possible but within 2 working days of the incident and communication is had with students.

Progression Managers have a responsibility to;

- to support and work with progress tutors to ensure students achieve high standards of both attendance and punctuality
- ensure students understand College expectations in terms of attendance and punctuality
- to work with teachers and managers to monitor students attendance and punctuality
- lead on procedures for a stage 2 meeting, liaise with staff and parents, set targets and provide support interventions
- review progress of students and refer to the Director of Studies for Behaviour and Attitudes if insufficient progress is made
- ensure that meeting notes or discussions are recorded on ProMonitor as soon as possible but within 2 working days of the incident and communication is had with students.

The **Director of Behaviour and Attitudes** has a responsibility to;

- have an overview of students' attendance and punctuality across all cohorts
- lead on the procedures for dealing with a stage 3 meeting
- make decisions following meetings, ensuring that actions are followed through
- refer recommendations to exclude to the Vice Principal for Student Welfare and Progression
- ensure that meeting notes are recorded on ProMonitor as soon as possible but within 2 working days of the meeting and communication is had with

- students
- to prepare regular reports to Senior Leadership Team with an update of student attendance and punctuality across the college

The **Vice Principal Welfare and Progression** has a responsibility to;

- hear appeals against exclusion.

Associated Policies

- Equality and Diversity Policy
- Safeguarding Policy
- Fitness to Study Policy
- Student Positive Behaviour Policy
- Reward and Recognition Strategy

Appendices

- Appendix 1 Procedure for Stage 1
- Appendix 2 Procedure for Stage 2
- Appendix 3 Procedure for Stage 3
- Appendix 4 Procedure for appeals against exclusion
- Appendix 5 Stage 3 contract
- Appendix 6 Key to register codes
- Appendix 7 Authorised absences
- Appendix 8 Procedure for Enrolment Contract
- Appendix 9 Internal Progression

Monitoring and evaluating impact

- This policy will be reviewed and if required will be updated annually and approved by the Senior Leadership Team
- College attendance and punctuality will be monitored by the Senior Leadership Team and where appropriate by members of the Corporation

Early Intervention

- To support students to develop high levels of both attendance and punctuality the College has put in place the following measures before any formal process is initiated.
 - Personal Progress Tutors work closely with their tutees to ensure any absence marks or late marks are challenged. Students are encouraged to either email the college or phone the absence line for any unavoidable absence or lateness. Parent/ carer can also phone or email in the absence or lateness of their child
 - If a student is absent or late for their period 1 lesson (9am-10.15am) and are subsequently present or late to their period 2 or 3 lesson then an automated text message is sent to their parent/carer at around 12.30pm informing them of this.
 - On a daily basis both the parent/carer and the student are sent by email a copy of the register marks for that day together with an overall attendance and punctuality. Students are encouraged to speak to their teacher if there are any queries with any register marks.
 - On a weekly basis for those students who have achieved both 100% attendance and punctuality are sent a congratulatory email from the college to celebrate this. This email is also sent to the parent/carer.
 - Students can access on ProPortal their attendance and punctuality by day but also by period. This will help students to check and monitor their own attendance and punctuality.
 - Access to Parent ProPortal will be available for those parents who have registered. This will allow parent/carer to access attendance and punctuality information regarding their son/daughter
 - The Personal Progress Tutor will issue a student with a general warning if there are concerns with attendance and punctuality.

If early intervention does not work then the following formal process will be initiated.

Appendix 1 Procedure for Stage 1

1.1 When does this apply?

This is when there are still concerns about the attendance and punctuality following no improvements from early intervention. The Progress tutor will initiate a stage 1 meeting.

1.2 Stage 1 meeting

The Progress tutor leads the meeting with student and discusses the issues regarding attendance and punctuality. misbehavior displayed. The following staff may be involved in the meeting;

- Inclusive Learning team member
- Class teacher
- Head of Department

The Progress Tutor will update ProMonitor under 'Stage 1 meeting' within 2 working days of the meeting. The Progress Tutor will telephone the parent or carer of the student with 24 hours of the meeting.

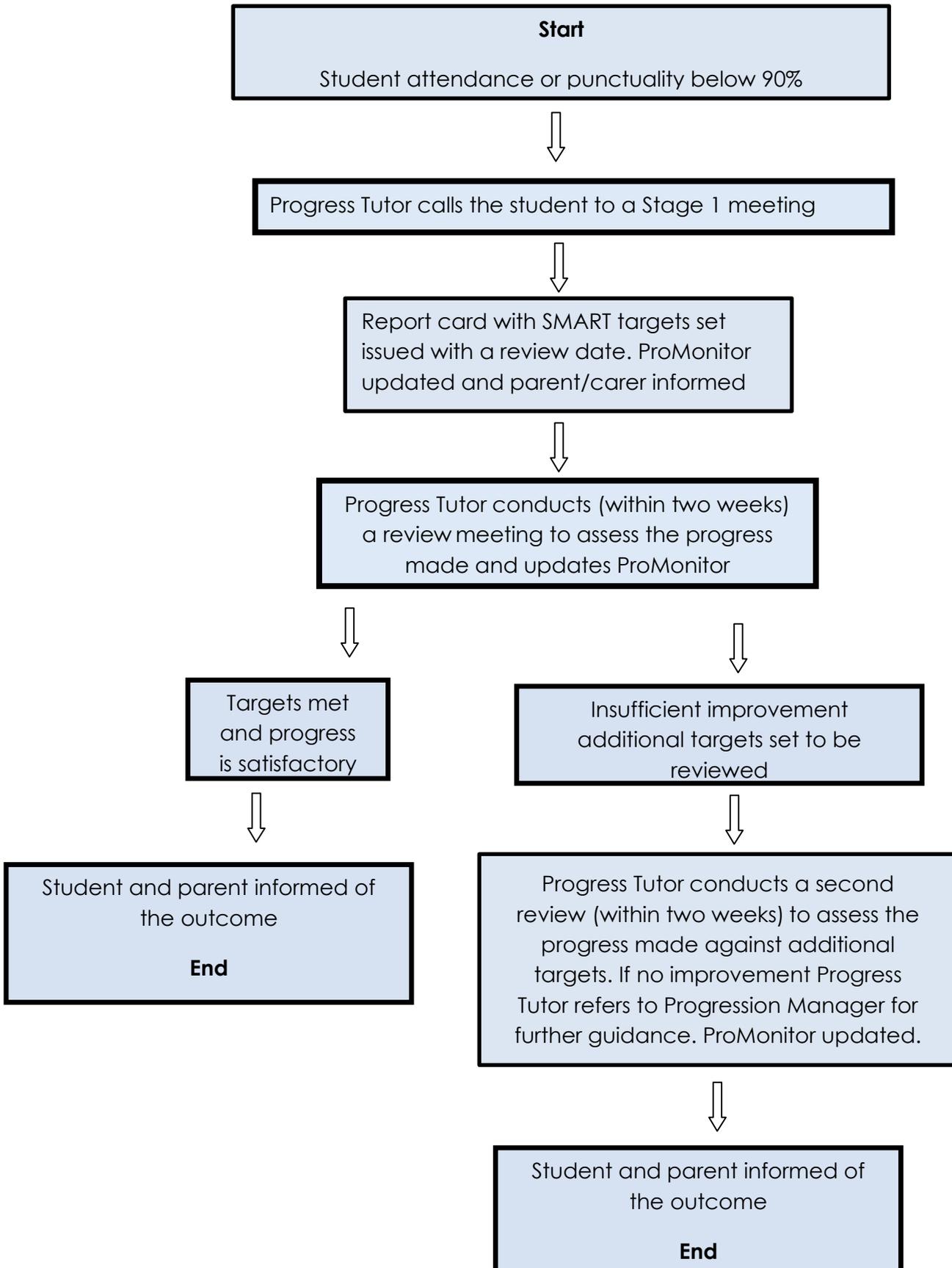
1.3 Possible outcome

The student will receive a report card which details SMART targets to help them improve their attendance or punctuality. A date will be set to review this.

1.4 Actions

- The Progress Tutor will update the ProMonitor notes section within 2 working days.
- When a report card has been issued the Personal Progress Tutor will conduct a review meeting on the date agreed to review progress made against targets. There are two outcomes:
 - The student has made good progress and continues to be monitored by the Progress Tutor
 - Where a student has made insufficient improvement and there have been at least 2 review meetings with demonstrable support being offered to the student the matter is escalated to the Progression Manager for further guidance.

Procedure for stage 1



Appendix 2 Procedure for Stage 2

2.1 When does this apply?

This is the procedure for repeated poor attendance and punctuality or there has been no improvement made following stage 1 intervention.

2.2 Stage 2 Meeting

The stage 2 meeting is led by the Progression Manager with the Progress Tutor and student present.

- The student will be provided with 3 days' notice of the meeting and the Personal Progress Tutor will invite the student's parent/carer to attend.
- Should the student not be able to attend this meeting they must inform their Personal Progress Tutor and an alternative date will be provided. If the student is absent with no reason the meeting will proceed in their absence.
- The following staff may be involved in the meeting;
 - Inclusive Learning team member
 - Inclusive learning team manager
 - Class teacher
 - Head of Department

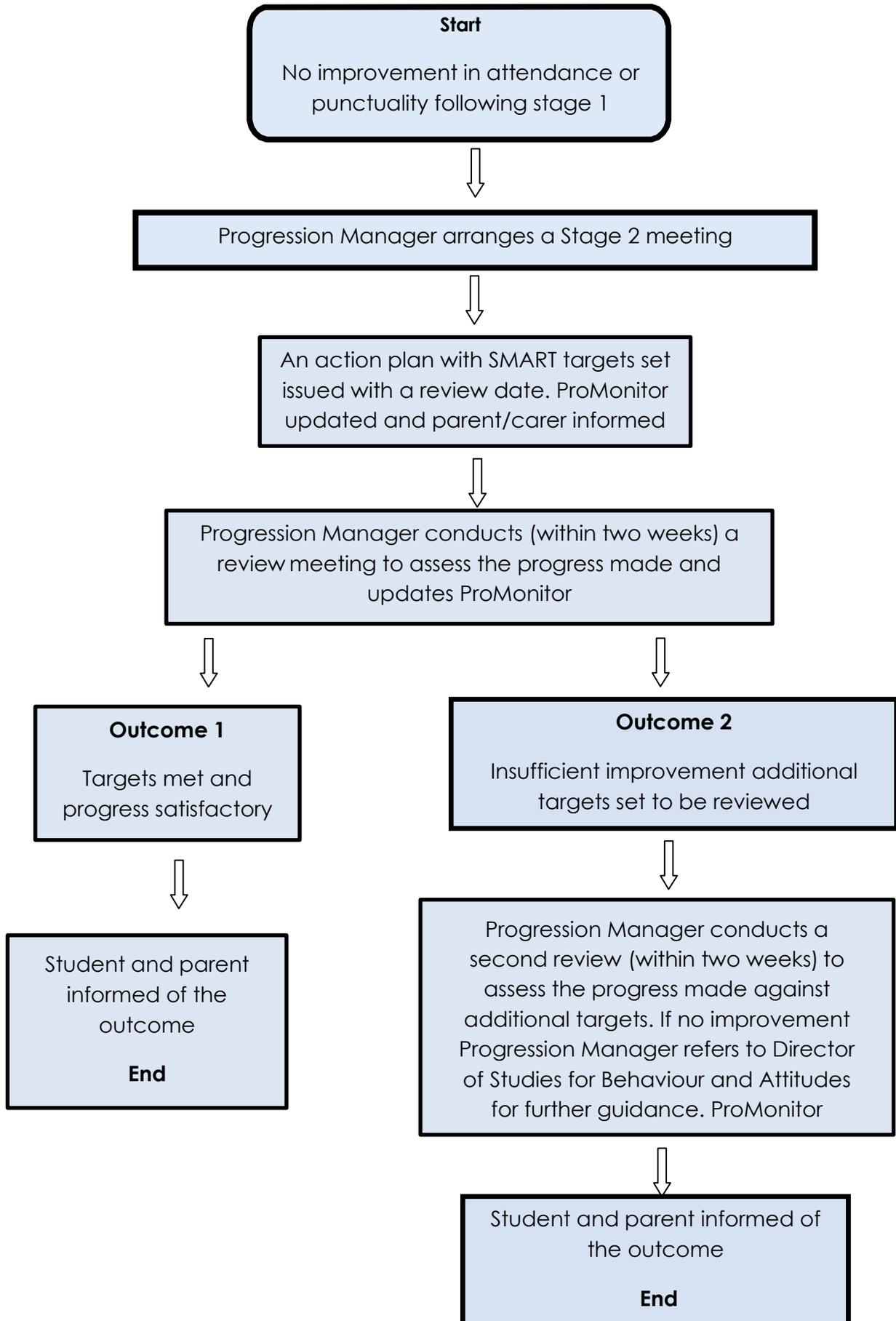
2.3 Possible outcome

The student receives an action plan which details SMART targets to help them improve both their attendance and punctuality.

2.4 Actions

- All present at the meeting agree targets for improvement, support interventions, the date of review (within two weeks) and the consequence of not meeting the targets
- The Progression Manager updates ProMonitor under 'Stage 2 meeting' within 2 working days
- The Progression Manager together with the progress tutor conducts a review meeting on the date agreed to review progress made against targets. There are two outcomes:
 - a) The student has made good progress and continues to be monitored by the Progression Manager
 - b) The student has made insufficient improvement and the action plan is updated to include new relevant targets. If these new targets are not met then the Progression Manager escalates the matter to the Director of Studies for Behaviour and Attitudes for further guidance.

Procedure for stage 2



Appendix 3 Procedure for Stage 3

3.1 When does this apply?

If there has been no improvement from the interventions put in place for stage 2.

3.2 Stage 3 meeting

- The Student Services Adviser invites the student and their parent/carer to the Stage 3 Meeting, confirmation of which will be sent in writing.
- Should the student not be able to attend this meeting they must inform their Personal Progress Tutor and an alternative date will be provided. If the student or parent is absent with no reason the meeting will proceed in their absence.
- The following staff may be involved in the meeting;
 - Inclusive Learning team member
 - Inclusive learning team manager
 - Progress Tutor
 - Progression Manager
 - Student Service Adviser
 - Careers and Employability Adviser
- The Director of Studies for Behaviour and Attitudes will chair the meeting which will be documented.
- The student will have an opportunity to give their account and the chair will have the opportunity to ask the student questions.
- The Director Behaviour and Attitudes will summarise the meeting and ensure the student understands the possible outcomes

3.3 Possible outcomes with actions

The outcomes are:

a) Action plan for improvement

- The Director of Studies for Behaviour and Attitudes and student agree targets for improvement, support interventions, the date of review (within two weeks) and consequence of not meeting the targets.
- The Director of Studies for Behaviour and Attitudes updates ProMonitor– under 'Stage 3 Meeting'
- The Director of Studies for Behaviour and Attitudes conducts a review meeting on the date agreed to review progress made against targets. There are two outcomes:

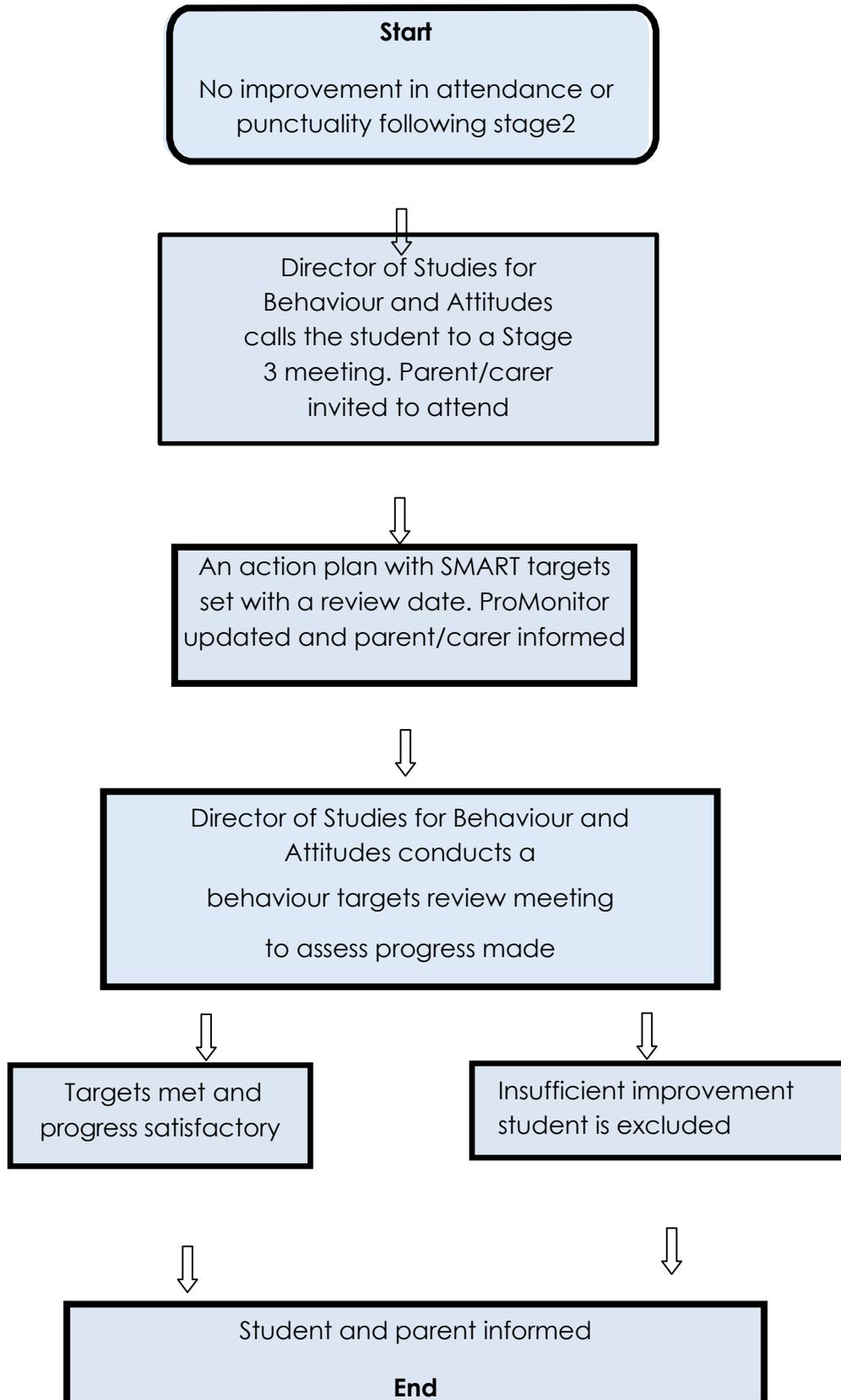
- a) The student has made good progress and continues to be monitored by the Director of Studies for Behaviour and Attitudes.
 - b) The student has not made sufficient improvement and as a last resort the student is excluded from the College.
- The Director of Studies for Behaviour and Attitudes updates ProMonitor with a note added to 'Stage 3 Meeting' as soon as possible or within 2 working days

b) Exclusion

- If all other avenues have been exhausted the Director of Studies for Behaviour and Attitudes has the authority to exclude the student
- The College is committed to supporting every student following an exclusion. The college will refer every student to an appropriate form of external support with agreed partnership organisations.
- Following the exclusion the Director of Studies for Behaviour and Attitudes will;
 - Provide student with details of how to appeal against the exclusion and provide a 'Next Steps' flyer which includes some key college information.
 - discuss with the College Safeguarding Officer and refer the student to an appropriate partnership organisation to support the student with their next steps.
 - Refer the student for a 'Next Step' careers meeting with the Futures Team.
- The Director of Studies for Behaviour and Attitudes updates ProMonitor with a note added to 'Gross Misconduct Meeting' as soon as possible or within 2 working days

Note all outcomes will be provided in writing to the student and their parent/carer within 5 days of the meeting

Procedure for stage 3



Appendix 4 Procedure for appeals against exclusion

- If a student wishes to appeal against an exclusion, they must write to the Vice Principal for Student Welfare and Progression within ten working days of date of the exclusion letter. The student must clearly set out in the letter the grounds for making the appeal and appeals will only be considered on the following grounds:
 - the penalty imposed was not appropriate with the seriousness of the offence
 - the findings of fact in support of the decision was based on incorrect information
 - that the meeting was not conducted in accordance with the procedures set out in the procedure for a stage 3 meeting
 - new evidence has been made available that could not be available at the time of the meeting and which could have been expected to have materially affected the decision
 - If the appeal is outside the time limit or does not demonstrate one or more of the grounds stated above, it may be rejected, and the student will be informed by letter within 15 working days.
- The Vice Principal for Student Welfare and Progression will:
 - Review the evidence and the case for appeal
 - Decide the outcome of the appeal:
- The appeal decision is final, without further opportunity to appeal.

Appendix 6 Key to register codes

Subject teachers and Personal Progress Tutors will input the following symbols

Reason	Symbol	Affect on attendance
Present	/	Positive
Late	L	Positive
Absent	O	Negative
Study	S	Positive

The following symbols will be inserted centrally by MIS staff

Reason	Symbol	Affect on attendance
Work Experience, visit or other College activity	E	Positive
Not required – lesson did not take place	N	Neutral
Exam/ Exam leave	X	Positive
Authorised absence	A	Neutral
Course completed	C	Neutral
Authorised – for College reason	R	Positive
Transfer	T	Neutral
Withdrawn	W	Neutral

The following symbol will be inserted by the Progression Manager or Student Services Adviser

Reason	Symbol	Affect on attendance
Phoned in absence/ signed out ill	P	Negative
Covid-19 Self-isolating	I	Neutral

Appendix 7 Authorised absences

A student's absence will be classed as authorised for any of the following reasons:

- Medical appointments (other than routine doctor or dentist appointments)
- Looking after someone as their registered carer
- Family bereavement/funeral – one day for the bereavement and one day for the funeral
- A Faith Festival (up to 3 days in a year)
- University Interviews/Open Days
- Job Interview/ Apprenticeship Interview /Induction day
- College support appointment
- Work experience placement
- Court Hearing/Jury Service
- College Field Trips/Visits
- College meeting e.g. Governors or disciplinary
- College approved Exam Leave
- Driving test (1 hour before test not all day)
- Driving Theory test (2 hours)
- Interpretation for a relative e.g. Government meeting (evidence required)
- Local Authority (LA)/ Personal Education Plan (PEP) Meeting
- VISA/Passport meeting (evidence required)

Appendix 8 Procedure for Enrolment Contract

The Enrolment Contract Process 2021/2022

WEEK COMMENCING 30/08/2021

Director of Behaviour & Attitudes identifies students to be placed on an enrolment contract



WEEK COMMENCING 13/09/2021

Initial Enrolment Contract meetings held with Student, Progress Tutor and Director of Behaviour & Attitudes – targets set and agreed – Enrolment Contract Signed & a copy is sent to the student's



WEEK COMMENCING 20/09/2021

1st Enrolment Contract monitoring meeting held with student & Progress Tutor to review targets



WEEK COMMENCING 27/09/2021

2nd Enrolment Contract monitoring meeting held with student & Progress Tutor to review targets



WEEK COMMENCING 04/10/2021

Enrolment Contract Review meeting held with student, Progress Tutor & Progression Manager to review targets



STUDENT HAS MET ENROLMENT CONTRACT TARGETS

Enrolment Contract is completed and signed off



STUDENT HAS NOT MET ENROLMENT CONTRACT TARGETS

Student withdrawal meeting to be arranged with the Director of Behaviour & Attitudes



WEEK COMMENCING 11/10/2021

Enrolment Contract meetings held with Student, Parents, Progress Tutor and Director of Behaviour & Attitudes to discuss next steps including withdrawal from the college. Next Steps meeting held with Futures Team

Student Enrolment Contract 2021/2022

Section 1 - Personal Details

Student Name	
ID Number	
Study Programme	
Progress Tutor	
Date of Meeting	

Reason(s) for Enrolment Contract

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Targets

Your progress against the targets agreed will be monitored on a weekly basis and you will remain on this Enrolment Contract until **Friday 8th October 2021** when a final decision will be made. If you have not met the agreed targets you may be asked to leave the College.

Target <i>(including the JCC10 expectation)</i>	Support	Deadline

Student Signature

Tutor Signature

Director Signature

Section 2 – Progress Review

Monitoring Meeting 1 – Week commencing 20/09/2021

Date of Meeting

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Attendees

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Comments

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Monitoring Meeting 2 – Week Commencing 27/09/2021

Date of Meeting

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Attendees

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Comments

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Review Meeting– Week commencing 04/10/2021

Date of Meeting

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Attendees

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Comments

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Enrolment Contract Outcome

Date of Meeting

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Attendees

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Outcome

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Appendix 9 Internal progression

- Internal progression is an internal process to help students to progress onto the next level of their course
- This process will start around May and end in August and is a two staged process
 - Stage 1 – attendance, punctuality, behaviour and progress over the year are considered
 - Stage 2 – exam results are taken into account
- Vice Principal, Director of Studies, Heads of Department and Progress Tutors are able to make recommendations as part of the process
- Students can appeal against a decision for not being offered a place to the Vice Principal for Student Welfare and Progression
- For those students who are not offered a place to progress are given a careers interview to discuss next steps

Appendix 9 Internal Progression

