

Student Attendance and Punctuality Policy - Adult Learning

Version 2022

Policy Level:	SLT
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Reviewed By:	Anna Richards
Related Documents:	Equality and Diversity Policy; Safeguarding Policy; Fitness to Study Policy; Student Positive Behaviour Policy; Reward and Recognition Strategy

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.

Purpose

The purpose of this policy is to;

- help adult 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 for adult students
- support adult students who have genuine barriers to attending college
- reward students for high levels of attendance and punctuality

Scope

- This policy applies to all students aged 19+ 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 when an assessment is being carried out.
- 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.

Procedures

➤ **Completing the register**

- A register should be marked accurately by the class teacher in every lesson.
- The register should be completed 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 which includes the number of minutes that the student is late.

➤ **Student absence**

- All students are required to telephone the Adult Learning Centre 0121 440 4663 (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 admin team on info@adultlearning.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 provide an adequate and acceptable explanation to the teacher, and this must be recorded on Pro-Monitor as a 'for information' comment.
- If the teacher is not satisfied with the explanation, then this should be recorded on Pro-Monitor as a 'for action' comment and the student's Tutor will address this with the student.
- If a student has to leave college during the day for any reason, they must inform their Teacher, Tutor, or a member of the Admin team, or if it is a medical reason as to why they are leaving early they need to speak to the college nurse.
- 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.

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

Tutors (*Member of staff teaching Living in Modern Britain to particular group*) 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, set targets and provide support interventions
- review progress of students and refer to the Student Services 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.

The **Adult Learning Student Services Manager** has a responsibility to;

- to support and work with 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
- where attendance is low, work with teachers and students to create support plans to help improve attendance and reduce any barriers to learning.
- lead on procedures for a stage 2 meeting, liaise with staff and students, set targets and provide support interventions
- review progress of students and refer to the Assistant Principal of Adult Learning 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 **Assistant Principal of Adult Learning** 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
- 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.

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

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.
 - 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.
 - 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.
 - The Tutor will issue a student with a general warning if there are concerns with attendance and punctuality.
 - Student Services Manager is available where pastoral support may be needed to enable students to attend lessons and access learning.

- Students given attendance figures weekly during tutorial/LIMB sessions.

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 tutor will initiate a stage 1 meeting.

1.2 Stage 1 meeting

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

- Class teacher
- Programme Manager
- Student Services Manager (where pastoral issues are already known)

The Tutor will update ProMonitor under 'Stage 1 meeting' within 2 working days of the meeting.

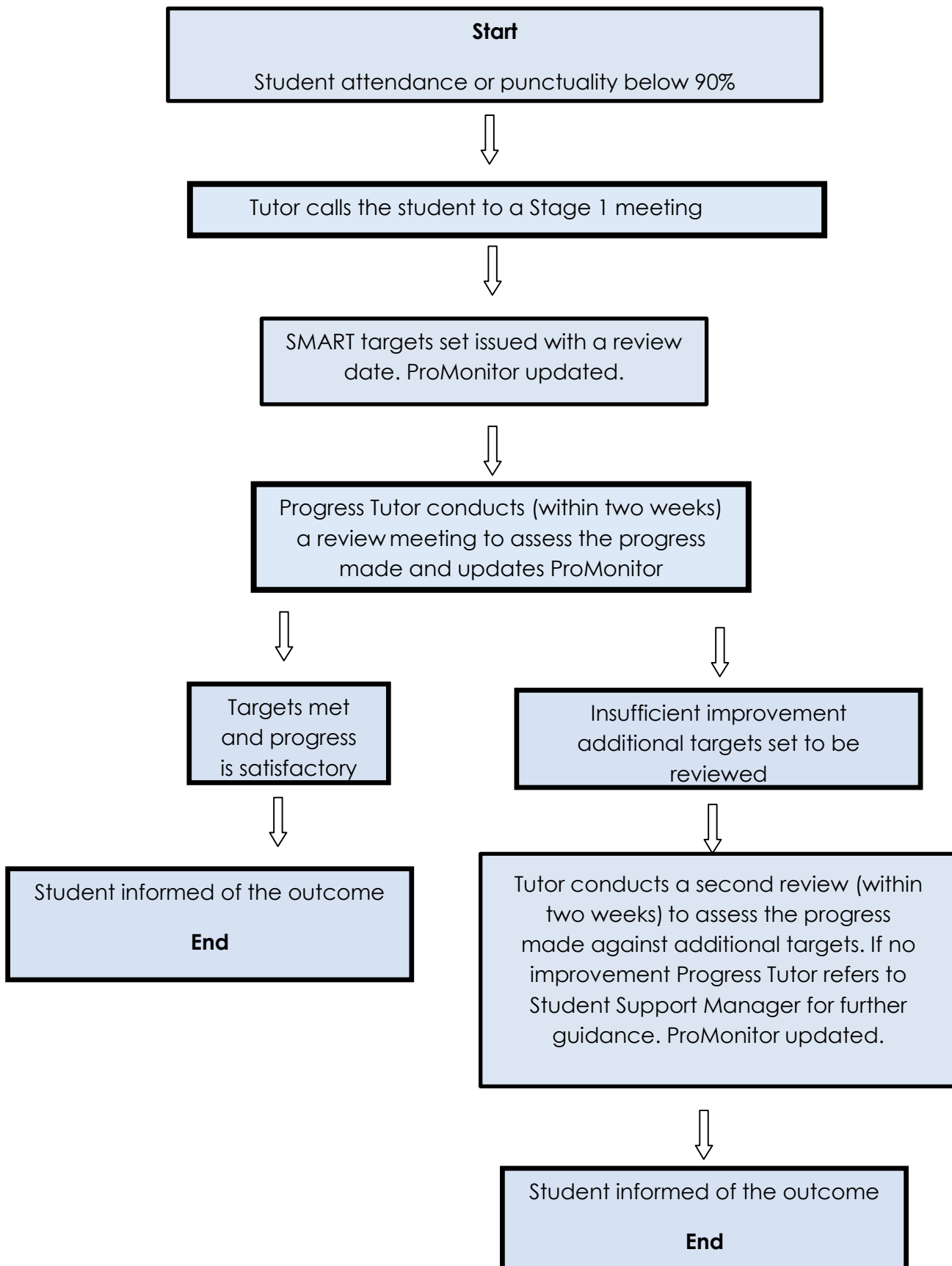
1.3 Possible outcome

The student will receive SMART targets to help them improve their attendance or punctuality. These will be reviewed weekly over a period of three weeks.

1.4 Actions

- The Tutor will update the ProMonitor notes section within 2 working days.
- The 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 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 Student Services 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 Student Services Manager with the Tutor (where possible) and student present.

- The student will be provided with 3 days' notice of the meeting.
- Should the student not be able to attend this meeting they must inform their 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;
 - Class teacher
 - Inclusive Learning Team Member (if applicable)
 - Programme Manager

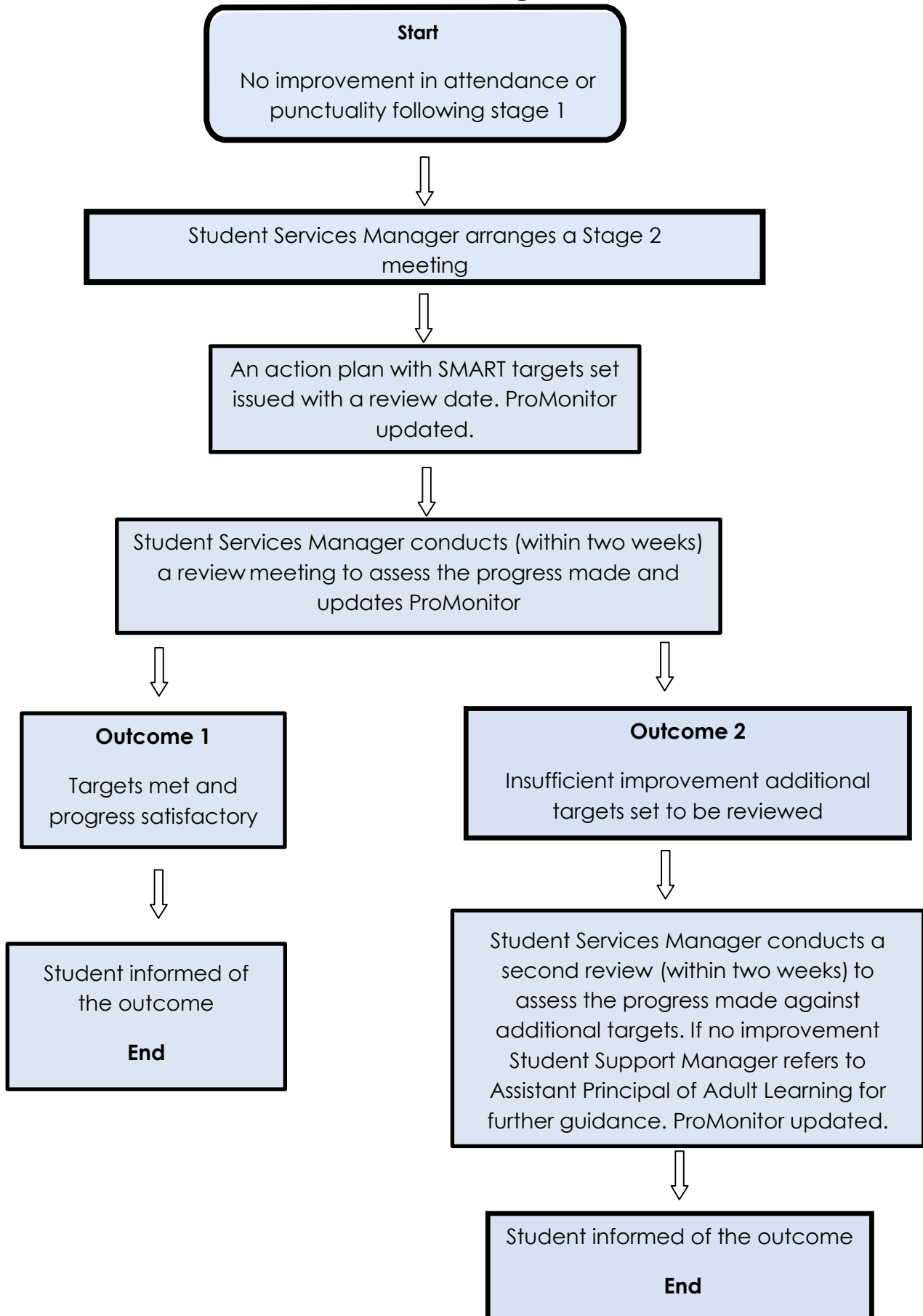
2.3 Possible outcome

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 Student Services Manager updates ProMonitor under 'Stage 2 meeting' within 2 working days
- The Student Services Manager 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 Student Services 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 Student Services Manager escalates the matter to the Assistant Principal for Adult Learning 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 Manager invites the student 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 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;
 - Tutor
 - Student Services Manager
 - Programme Manager
- The Assistant Principal for Adult Learning 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 Assistant Principal for Adult Learning will summarise the meeting and ensure the student understands the possible outcomes

3.3 Possible outcomes with actions

The outcomes are:

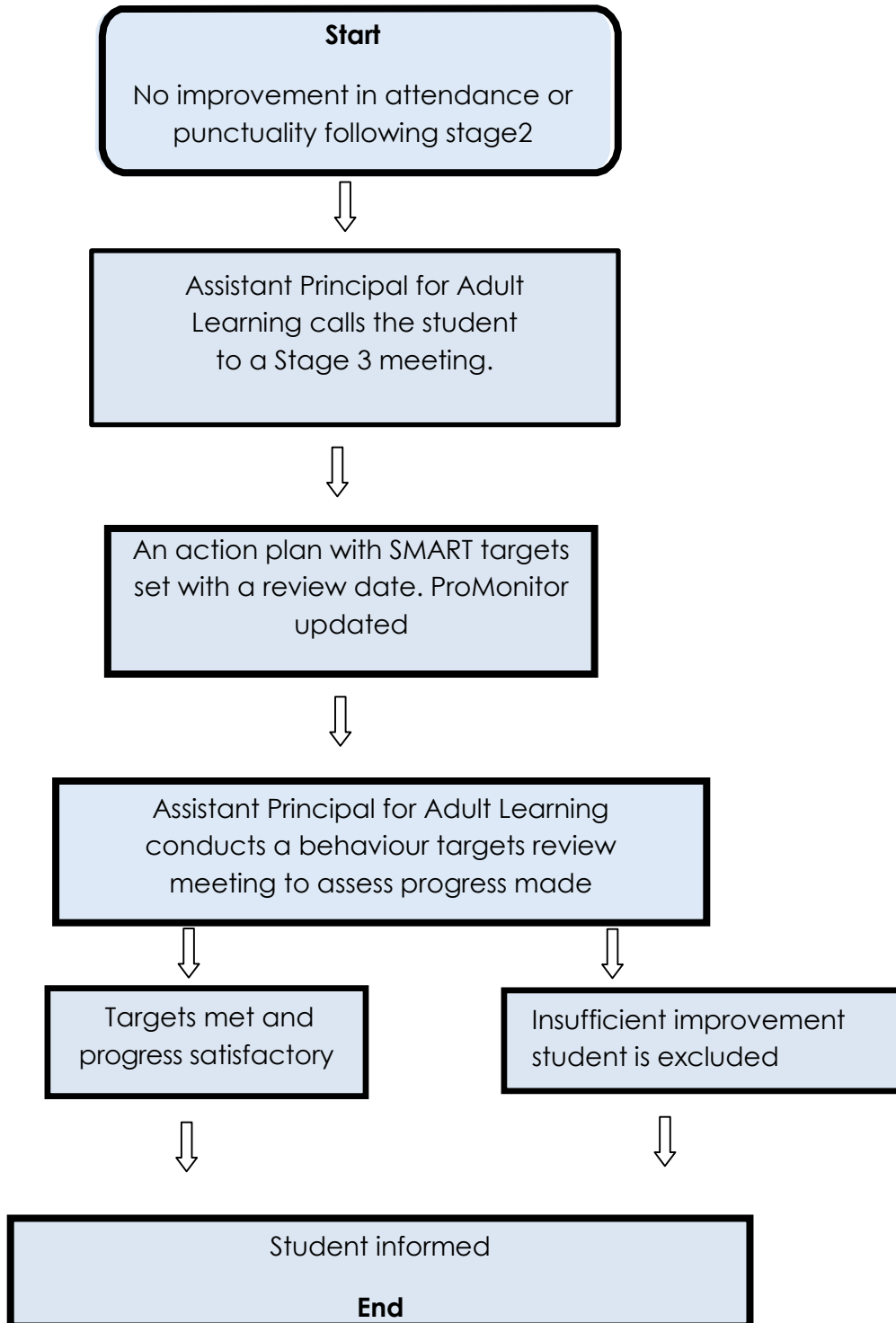
a) Action plan for improvement

- The Assistant Principal for Adult Learning and student agree targets for improvement, support interventions, the date of review (within two weeks) and consequence of not meeting the targets.
- The Assistant Principal for Adult Learning updates ProMonitor- under 'Stage 3 Meeting'
 - The Assistant Principal for Adult Learning 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 Assistant Principal for Adult Learning
 - b) The student has not made sufficient improvement and as a last resort the student is excluded from the College.
- The Assistant Principal for Adult Learning 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 Assistant Principal for Adult Learning 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.

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 Student Services Manager

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)
- Parental Leave (1 day authorised per term)
- Moving house