

Policy/Procedure Name:	College Attendance and Punctuality Policy & Procedure		
Policy/Procedure Number:	SMT030		
Date of Approval:	10 th December 2012		
Effective Date:	December 2012		
Revised Date:	November 2025		
Review by Date:	November 2027		
Policy/Procedure Author:	Head of College		
Policy/Procedure Owner:	Principal/CEO		
Management Committee Approved By:	Senior Management Team		
Governor Committee (where appropriate) Approved By:	Not Applicable		
For Action By:	All College Staff, College Students, Parents and Carers		
For Information to:	Not Applicable		
Approval requested to upload on the Treloar Website:	Yes ☒ (tick if requested)		
Who is carrying out EIA?	Lorna Woodcroft	Date of EIA?	3 rd Nov 2025
Have we shown due regard for the 9 protected characteristics within the policy/procedure?	Yes ☒ No ☐		
Are all opportunities to promote equality taken within the policy/procedure?	Yes ☒ No ☐		
Refer Policy/Procedure to EDI Co-ordinator for further assessment	Yes No ☒		

1. Aim

Treloar's is committed to providing a full and effective educational experience for all students. We believe that if students are to benefit from their education, good attendance is crucial, although we acknowledge that attendance of our students is often greatly affected by their physical and medical challenges

We aim to do all that we can to ensure maximum attendance for all students. Any problems that affect attendance will be identified and addressed as appropriate to that student.

It is the policy of Treloar's to celebrate achievement, and attendance is one of the critical factors in this. We recognise that students, care givers, parents, and all staff have a role to play and that there is a need to establish effective communication whenever there is concern about attendance.

Key Objectives:

- To encourage full attendance and punctuality in all learning activities.
- To ensure that parents /carers /residential staff are aware of attendance / punctuality concerns.
- To work with the multidisciplinary team and other appropriate agencies to support good attendance and punctuality.
- To record and monitor attendance and absenteeism and apply appropriate strategies to manage these.
- To ensure a consistent approach throughout the College.
- To improve attainment and achievement of students through improved levels of attendance and punctuality.

2. Principles

- Parents/carers are legally responsible for ensuring that their children/young person attends College, if they are under 18 years of age. When students are a resident at Treloar's the staff act in loco parentis.
- Staff and parents/carers/residential staff should ensure that students arrive at College on time, properly attired, with correct equipment and in a condition to learn.
- Any member of staff should challenge a student about attendance and punctuality
- Some students with SEN may struggle to maintain a standard 9 – 4pm day, because for example it may take them longer to get up in the morning and their normal routines might be different because of their disability, individual care needs, medical needs etc. Personalised timetables will be created for students which take account of their individual needs.

3. Statutory Attendance Responsibilities

Treloar Student's will:

- Attend all lessons and other learning activities as outlined on their personalised timetable
- Where they are able, speak to their Tutor about any sessions which present them with difficulties in attending.

Treloar College will:

- Record and monitor attendance and absence during term time and including evening and weekends.
- Use an electronic registration system to record and monitor attendance during the college day to ensure the safety and welfare of all students. Each student's attendance will be logged in accordance with the table in appendix 1 and on Databridge see appendix 2.
- Record and monitor the punctuality of all students and follow up (where appropriate and necessary).
- Maintain strong college-house liaison to inform and support parents/carers regarding attendance.
- Work closely with appropriate agencies and services where there are concerns regarding attendance.
- Help to investigate, identify and resolve any issues which prevent full attendance at College.
- Report any student who is absent from college for two weeks or more to the commissioning local authority.

Parents / carers/ residential staff should:

- Ensure their children/young person arrive on time to college with the correct equipment for the start of term / start of the day.
- Avoid planning any activities such as holidays during term time and request absence from college only when unavoidable (for example for medical appointments).

Be aware that any person who has the care of a child/young person or who has parental responsibility is responsible for ensuring good attendance.

4. Reporting Unplanned Absences - Treloar College students

It is the responsibility of the parent/carer to inform Treloar's on 01420-547400 ext. 6765 or 6426 (or contact the residential house direct) of the reason for a student's absence by 9.00 a.m. on the day of absence if a student is meant to be returning from home to College.

In the case of long-term illness, the Head of College should be notified so that tutors/teachers can set work where applicable.

If a student is going to be absent from lessons due to illness, but is on the Residential House, residential staff should contact the student's personal tutor directly and notify them of the absence before the start of the College lesson.

Methods of Reporting Unplanned Absences

In any case of absence, parents/carers/residential staff should contact the College by one of the following methods:

- By phone to the young person's personal tutor before the lesson begins.
- Personal contact with Admin office staff before the lesson begins.

5. Holidays and Exceptional Leave of Absence from Treloar College

Treloar College has a policy not to authorise any absences from College during term-time, unless there are exceptional circumstances. Only in the most exceptional circumstances will the Head of College agree to absence in term time. Students must not miss essential work or assessments, and the student must also have agreed realistic plans with staff to catch up on any work missed.

Where exceptional circumstances exist, students, their families or carers can request an absence by submitting an absence request via the college admin office. See appendix 4

6. Reporting Unplanned Absences - HSDC- Alton Students

If the student is an HSDC Alton student, all absences need to be reported in adherence with the HSDC Alton Absence Policy – Please see HSDC: Alton College website. [Alton College | HSDC Alton | Purpose-Built Sixth-Form College](#)

What if you can't make it to college?

If a student is ill or cannot make HSDC Alton for any other reason, the student, their parent or carer must inform the HSDC Alton Coordinator on 07721 306638 as soon as possible, so that they can notify the tutors at HSDC Alton. HSDC Alton has a reporting system which keeps track of any missed classes. If absences are not registered, students will be marked as missing a lesson without permission.

In many circumstances, the student's Learning Support Assistant (LSA) will go to the student's lesson where possible and take notes on the student's behalf.

Holidays and Exceptional Leave of Absence from Alton College

HSDC Alton has a clear policy not to authorise any absences from College during term-time, unless there are very exceptional circumstances. Only in the most exceptional circumstances will the Principal of HSDC Alton agree to absence in term time. Students must not miss essential work or assessments, and the student must also have agreed realistic plans with staff to catch up on any work missed.

To request an absence from HSDC Alton parents will complete the exceptional Absence request form available from the HSDC Alton website. They also need to make a similar request for absence from the Head of Treloar College via email.

7. Planned Absence

Planned Absence Request

As outlined in the Parent/Carer Handbook

- Students are expected to attend full college days; these begin at 9.00 am and end at 4.00 pm (unless their personalised timetable states otherwise)
- If a student is to be absent for a day or more, parents or guardians should inform the Head of College by email or post. This should be done in good time, so that the Head of College can discuss the request with staff and contact the Local Authority if necessary.
- As far as possible, hospital appointments and dental treatment should be arranged out of term time. Most hospitals are willing to arrange the date of an appointment when students are at home, if the situation is explained to them.
- If an appointment is made during term time, the College will not be able to provide an escort to take the student to and from the hospital and parents/guardians are expected to make arrangements for the journey. Students may be collected the previous day if it would be difficult for the journey to be made on one day.

Any absence that isn't pre-authorised by the Head of College will be marked as unauthorised.

7.1 Reasons for Absence

Be aware that absence from both Colleges (Treloar's and HSDC Alton) will only be authorised if it is for the following reasons:

- Genuine illness
- Medical appointments/ other appointments – that cannot be arranged outside term time.
- Days of religious observance
- Exceptional circumstances, such as bereavement, graduation or marriage of immediate family member e.g. sibling or parent
- Seeing a parent who is on leave from the armed forces
- External examinations
- Problems with transport (confirmed with provider of this service)
- Competition participation (some circumstances only)
- Work Experience

7.2 Family Holidays during Term Time (exceptional circumstances only)

Holiday absences will **not** usually be authorised in the following circumstances:

- The holiday is within the first 3 weeks of any term.

- The student has planned examinations.
- The student's attendance is giving cause for concern and there is no underlying medical problem affecting this.
- The holiday is with the Parent/Guardian with whom the young person does not normally reside, unless written consent of Parent/Guardian with whom the student normally resides is given.
- The holiday period exceeds 10 college days.

In exceptional circumstances, a parent/carers can apply for a holiday of longer than 10 days. In this situation, the Principal/CEO or Governors may be involved in deciding if this absence can be authorised.

If a parent/carers is refused a holiday request and the student is still taken out of school/college by the parent/carers, the funding body will be notified.

Other absence requests that may be declined include:

- Leisure activities (unless in receipt of charitable funding)
- Shopping Trips
- Looking after others at home
- Non –urgent medical/ dental/ appointments

8. Truancy

It is the legal responsibility of parents/carers/residential staff to ensure the student attends all lessons as required. Parents/carers will be informed by the Head of College if the student has been identified as truanting from the college.

9. Recording attendance on the Residential Houses

Those students who are contracted to be either weekly or termly boarders must have their attendance on the Residential Houses recorded on Databridge. Respite attendance should also be recorded.

Residential Administrators are required to record overnight attendance and any weekend attendance. See Appendix 3 on how to record this information.

10. When Attendance causes concern

- Tutors will set targets with the Multi-Disciplinary Team (MDT) to encourage good attendance and to address any concerns
- Contact will be made with parents and funders to advise them of poor attendance
- Parents may be asked to provide medical evidence if there are a high number of absences due to illness.
- The funding local authority may need to be informed to either support in improving attendance or to consider how EHCP needs can be met in

the interim. Attendance will always be considered in the EHCP review annual report.

11. Punctuality

It is the responsibility of parents/carers to ensure their child/young person attends full-time education and arrives at college on time. Punctuality is monitored by the college and parents will be contacted if their young person is not arriving at college on time. Persistent cases may be referred to the funding agency for that student.

12. Staff Responsibilities of Managing and Monitoring Attendance and Punctuality

This requires a whole organisational approach. Every member of staff at Treloar College has their role to play in ensuring students regularly attend and are punctual for all their lessons. All staff have a responsibility to support and remind students to be on time for class. Many students will carry around their timetables, so if you see a student in a corridor, please check to see if they should be in class and if required support them in getting to class as soon as possible.

College timetables for all students are available on Databridge. Therefore, if you are unsure whether a student should be in a lesson, please check or ask someone in the Office to check for you.

13. Staff Responsibilities of Managing and Monitoring Attendance and Punctuality

Personal Tutors and Teachers

- Tutors and teachers must ensure that students are accounted for – if a student is unaccountably absent from a session follow the steps set out in SMT040 Missing Student Policy¹:

A1. Telephone the absent student's residential house.

A2. If residential staff are unable to respond to an enquiry immediately, send a member of staff to the house.

¹ Please note, whilst this procedure sets out practical information about how to respond to concerns about a student being missing or absent without explanation, if there is any information or concern about their being at risk then Hampshire Police should be contacted as soon as possible rather than delaying to complete other steps. Student welfare is always the ABSOLUTE PRIORITY.

A3. If the student is in the house, then establish the likely time of arrival, and agree with the residential staff that they will phone to say that the student has left the house.

If the student is unexpectedly missing from the boarding house, then the following procedure should be adopted:

A4. Contact the Executive Office and ask for the student to be located by telephoning the appropriate departments. The Office staff will also check:

- the departure time of students, (notably day students)
- Clinic lists
- Counselling lists to check the time of appointments
- Off-site forms

A5. If the student is located and/or does arrive at their appointment, Office staff must be notified immediately.

A6. If the above actions fail to locate the student, the following staff must be notified:

- Head of College/Deputy Head of College
- Head of Residential Services
- Head of Safeguarding

- Must send a cause for concern email to the Head of College if a student is absent to class three times in a row or shows a pattern of absence.

Residential Staff

- Residential staff need to record student attendance on Databridge for evenings and weekends.
- Residential staff need to be aware of students' timetables and support students in getting to the right place at the right time.
- If a student is going to be late for a class, residential staff need to contact the relevant teacher/tutor to inform them that the student will be late, the reason why and their estimated time of arrival.
- Any absence from class should be reported to the Personal tutor (see above).
- Record overnight weekday and any weekend attendance of weekly and termly boarders, along with any respite attendance.

Clinical Services Staff

- Therapists and other staff providing clinical services to students need to follow the actions listed above for teachers or tutors if a student is unaccountably absent from a planned session.
- Clinical staff need to ensure teachers/tutors are made fully aware in advance of any pre-planned appointments, which will make students absent or late for any of their classes.
- Appointments during class time should be kept to a minimum and every effort made to arrange them outside of the student's normal class timetable.

If a student is required to attend an emergency appointment, clinical services staff need to advise the student's tutor as soon as possible.

Activities and Enrichment Staff

- Staff facilitating activities / enrichment should record student attendance at sessions on Nourish.

Technology Department

- Ensure the Power BI attendance dashboard produces accurate data which is reported monthly in the QM report. Provide ad hoc reports on attendance and punctuality on the request of personal tutors or senior managers.
- Provide termly attendance data for the Student Monitoring Trackers

Senior Managers

- The attendance and punctuality data for the school/college is presented within the monthly data report, which is available for all staff and managers to view on the *Y drive/Staff/General/Quality/Monthly data reports*. There is also live attendance data available on the Power BI reports for managers to view at any time.
- *Students with low attendance appear on a weekly report from the school and college administration office to HOC and DHOC. This is also reported to college managers every 2 weeks.*
- The Senior Management Team will review student attendance and punctuality on a monthly basis as part of the review of the monthly Quality Manager's Report.
- The Student Monitoring Tracker panel will also review individual attendance on a termly basis, alongside all the other RAG rated indicators of student progress
- They will investigate any concerns raised and ensure appropriate improvement actions are addressed and reported within the Quality Improvement Plan.

Policy/Procedure Communication and Implementation Action Plan -
Amend and add to as appropriate

	Action	Responsibility
1	Ensure that all new employees, staff and volunteers are made aware of the policy, understand it, and know where to access a copy and where to access the related procedures.	Senior Management Team
2	Ensure that all managers, employees and volunteers of Treloar Trust have access to the related procedures.	All Managers
3	Ensure that all new employees, staff and volunteers know their responsibilities and receive training in carrying these out.	All Managers

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Appendix 1

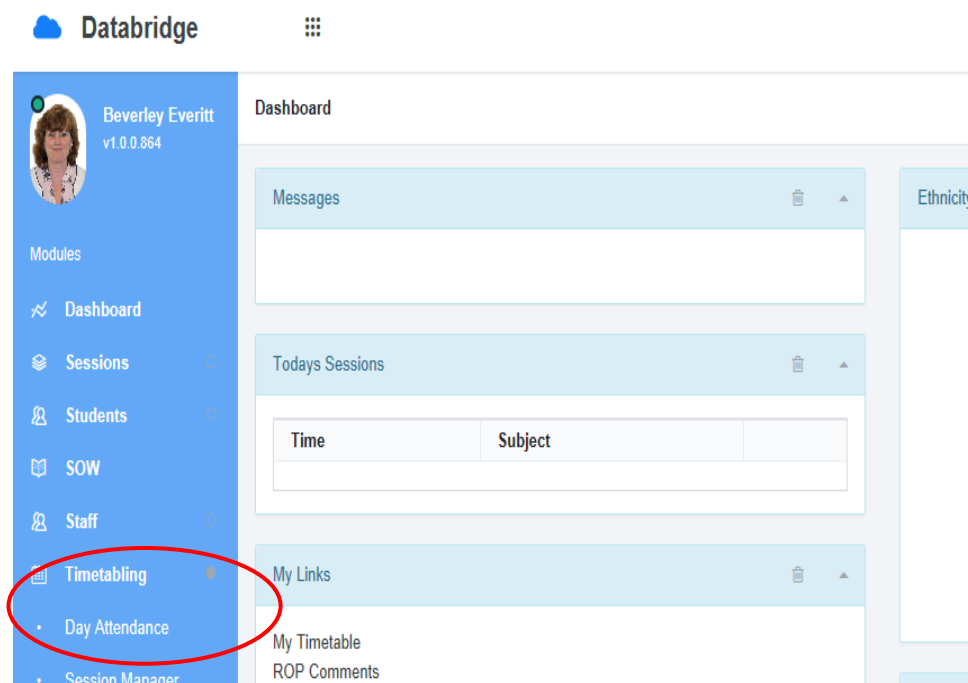
Table of Register codes for session attendance

Authorised absence	For example; External medical appointments, days of religious observance, Exceptional circumstances (i.e. bereavement, wedding) Permission needs to be obtained from Head of School
Hospital	If a learner is in hospital
ill	If a learner is at home or on the house ill
Late - Authorised	The learner is late with a valid reason i.e. care routines, medication issues
Late less than 15 minutes	Learner is late to class with no valid reason
Late less than 30 minutes	Learner is late to class with no valid reason
Late more than 30 minutes	Learner is late to class with no valid reason
Present	The learner is in class on time
Present – Therapy	This includes Physio, OT, SLT, Wheelchair services , Dietician appointments, counselling etc.
Present - WOW	This includes work experience – internal and external and meetings with the Transition team
Unauthorised Absence	Learner does not have a valid reason not to come into College / Class no permission given by Head of College

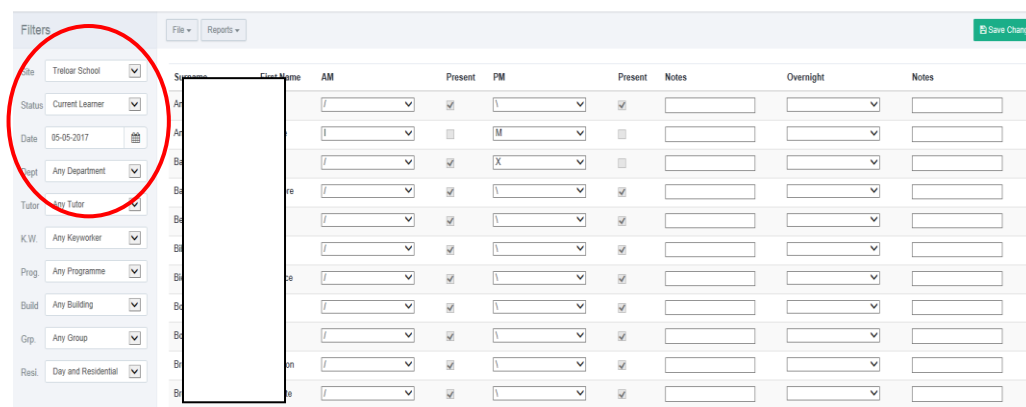
Appendix 2

How to mark day attendance in Databridge

Log into Databridge and navigate to Day Attendance under Timetabling.



select the appropriate filters (ensure **current learner** is selected), to refine your list select the tutor filter to the class tutor



Click on am or pm right hand arrow and click on the item in the drop down list, if you hover over the code, i.e. C it will give you the full description of the code.

Databridge

Beverley Everitt
v1.0.0.879

Modules

- Dashboard
- Sessions
- Students
- SOW
- Staff
- Timetabling
- Day Attendance

Filters

Site: Treloar School

Status: Current Learner

Date: 15-05-2017

Dept: Any Department

Tutor: Any Tutor

K.W.: Any Keyworker

Prog.: Any Programme

File Reports

Surname	First Name	AM	Present	PM	Present
Anderson		/	☒	☐	☒
Andrews		B	☐	☐	☒
Barnard		D	☐	☐	☐
Barnard-Edwards		E	☒	☐	☒
Beam		F	☒	☐	☒
Bibawy		G	☒	☐	☒
Biegstraaten		H	☒	☐	☒

Other authorised circumstances

Press **Save** to complete.

NOTE: To change a Learners attendance status click back on the arrow, select the appropriate status (or unmarked) and press save

To print: Click on **Reports** and select the relevant report.

Learners

Evidencing

SOW

Staff

Timetabling

Day Attendance

Attendance Tracking

Session Manager

Sub/Loc Timetable

Room Manager

Tutor Grp Timetable

Care

Ev. Log/Patterns

Reporting

Filters

Site: Treloar School

Status: Current Learner

Date: 01-11-2022

Dept: Any Department

Tutor: Any Tutor

K.W.: Any Keyworker

Prog.: Any Programme

Build: Any Building

Grp.: Any Group

Resl.: Day and Residential

File Reports

- Attendance Dashboard
- Print Attendance
- Print Attendance for Week
- Print Register
- Summary Attendance Report
- Summary Attendance Report Learner List
- Summary Attendance Report (Students with Social Worker)
- Print Daily Attendance Report
- Print Missing Attendance
- Print Attendance By Date
- Print Absent Attendance By Date
- Print Detailed Attendance By Learner
- Print Summary Attendance By Learner
- Export Attendance Analysis
- Export Attendance to Import File

The Print Attendance report will print the day you have selected in your date field, to run a report within a date range use Print Attendance by Date.

Attendance By Date
×

Start Date
31-10-2022

End Date
31-10-2022

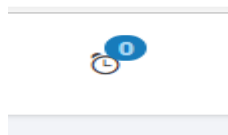
Please note: This report uses the filters selected from the main screen. The attendance notes are also included in this report

Close

Print Excel

Print PDF

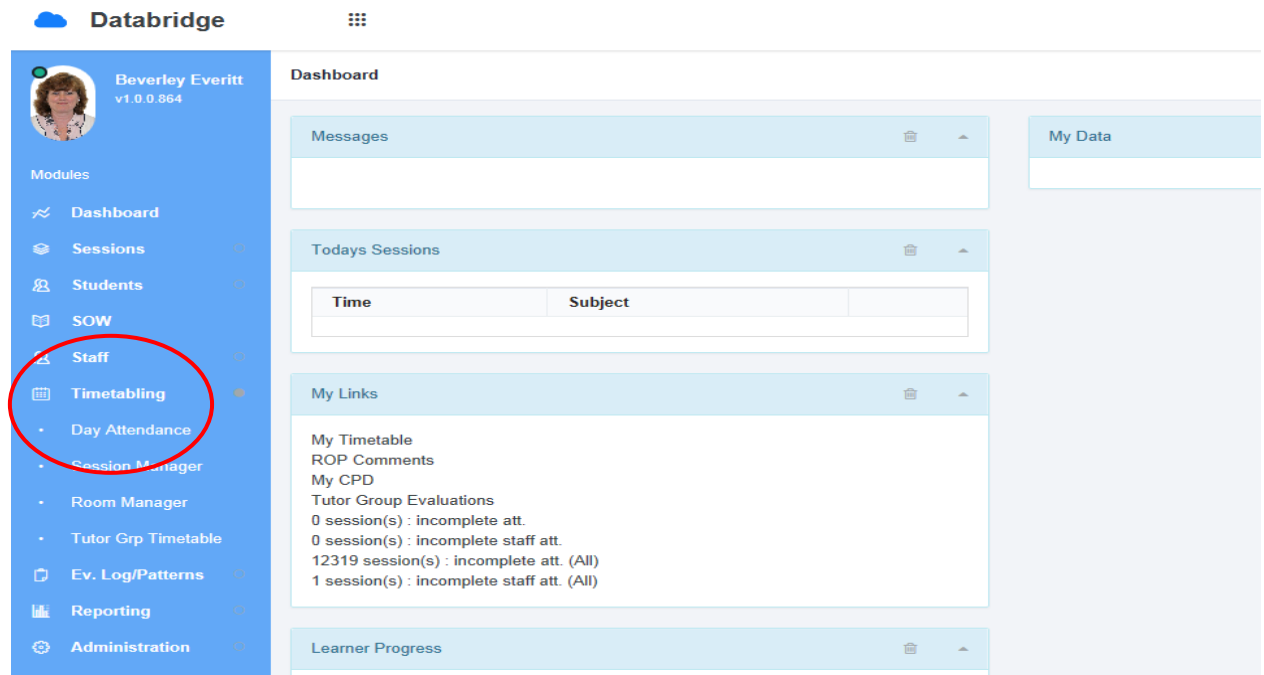
The report can then either be printed to excel or a pdf file the report will be able once it has completed by clicking on the icon at the top of your screen,



Date		Tutor	Residence	AM	PM	Notes	Overnight
31/10/2022		Blyth, Charlene	Yes	/	\		
31/10/2022		Blyth, Charlene	No	/	\		
31/10/2022		Blyth, Charlene	No	/	\		
31/10/2022		Blyth, Charlene	No	/	\		

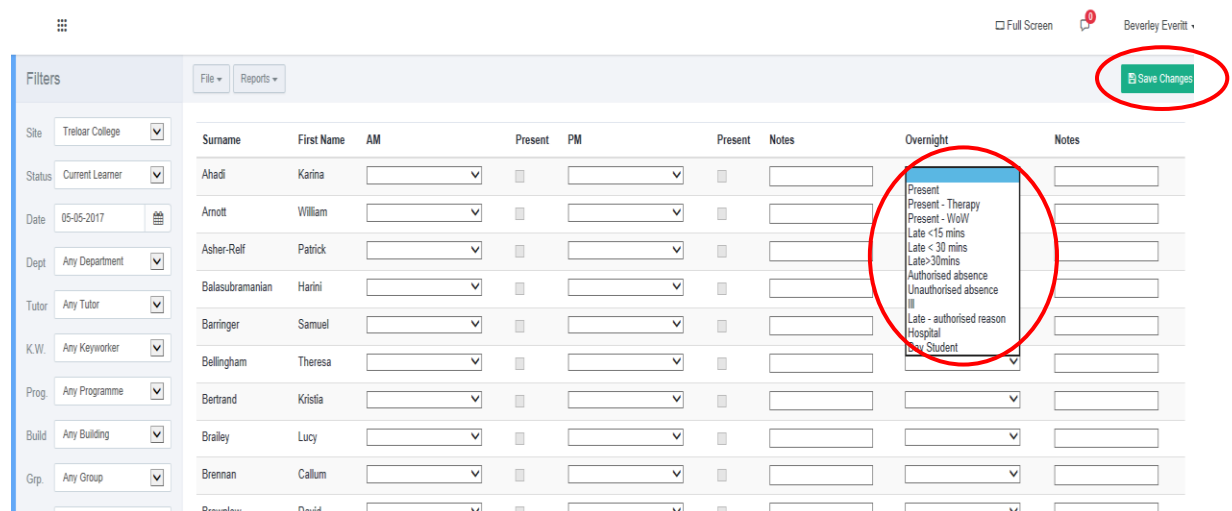
Appendix 3 Recording Overnight and Weekend Attendance

Navigate to Day Attendance under Timetabling.



The screenshot shows the Databridge dashboard. On the left is a blue sidebar with a user profile for Beverley Everitt (v1.0.0.864) and a list of modules. The 'Timetabling' module is circled in red, and its sub-menu 'Day Attendance' is also circled in red. The main dashboard area shows sections for Messages, Today's Sessions (with a table for Time and Subject), My Links (listing My Timetable, ROP Comments, My CPD, Tutor Group Evaluations, and session completion statistics), and Learner Progress. A 'My Data' section is visible on the right.

Select the student and then click on Overnight and select the relevant status from the dropdown options.



The screenshot shows a table of student attendance. The table has columns for Surname, First Name, AM, Present, PM, Present, Notes, Overnight, and Notes. A dropdown menu is open for the 'Overnight' column of the first student, showing options: Present, Present - Therapy, Present - WoW, Late < 15 mins, Late < 30 mins, Late > 30mins, Authorised absence, Unauthorised absence, Late - authorised reason, Hospital, and Day Student. The 'Save Changes' button in the top right corner is circled in red.

Ensure that you click Save Changes before exiting.

Appendix 4

Request for absence from Treloar College

Link to current form: [Request for absence from Treloar College V3.docx](#)



Request for absence from Treloar College

This form must be completed when requesting any absence from college education care hours (Monday – Friday 9:00 AM-5:00). This should be completed at least 10 days before the absence is due to begin.

Regular attendance at college is very important. We will always try to work flexibly for the benefit of our students and understand they have many appointments they are required to attend. However, other reasons for absence such as holidays or trips will be at the discretion of the Head of College.

We will seek the views of the student, their tutor and other professionals involved, as well as consulting their attendance record to ensure that over the course of the year students have as much access to learning as possible and are given the best opportunity to make progress during their time at Treloar's.

We may need to inform the local authority of any ongoing absences.

Student Name:	
Tutor Group:	
House Name:	
Date of first absence:	
Date of return:	
If a recurring absence please add details here:	
Total number of days/ hours requested:	
Reason for absence:	
Signed by parent/ carer/ student:	
Date:	