

| | | | |
|---|---|--------------|----------|
| Policy/Procedure Name: | College Attendance & Punctuality Policy & Procedure | | |
| Policy/Procedure Number: | SMT030 | | |
| Date of Approval: | 10 th December 2012 | | |
| Effective Date: | December 2012 | | |
| Revised Date: | July 2019 | | |
| Review by Date: | July 2021 | | |
| Policy/Procedure Author: | Head of College | | |
| Policy/Procedure Owner: | Principal | | |
| 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 <input checked="" type="checkbox"/> (tick if requested) | | |
| Who is carrying out EIA? | SMT | Date of EIA? | Dec 2012 |
| Have we shown due regard for the 9 protected characteristics within the policy/procedure? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| Are all opportunities to promote equality taken within the policy/procedure? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| Refer Policy/Procedure to EDI Co-ordinator for further assessment | Yes No <input checked="" type="checkbox"/> | | |

1. Aim

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

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 Treloars to celebrate achievement, and attendance is one of the critical factors in this. We recognise that students, 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.
- 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 & 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. Whilst 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

3. Statutory Attendance Responsibilities

- **Treloar College will:**
 - Record and monitor attendance and absence during term time and including evening and weekends.
 - Use electronic registration system to record and monitor attendance of all lessons during the college day to ensure the safety and welfare of all students. Each student attendance will be logged in accordance to the table in appendix 1 and on Databridge see appendix 2.
 - Record and monitor the punctuality of all students and follow up where necessary.
 - Maintain strong college-house liaison to inform and support parents 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.
 - 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 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 direct 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.

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 very 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 work missed.

Where exceptional circumstances exist, students, their families or carers can request an absence by sending an email to the Head of College.

5. Reporting Unplanned Absences - Alton College Students

If the student is an Alton College student all absences need to be reported in adherence with the Alton College Absence Policy – Please see Alton College website.

What if you can't make it to college?

If a student is ill or cannot make Alton College for any other reason, the student, their parent or carer must inform the Alton College Coordinator on 07721 306638 as soon as possible so that they can notify the tutors at Alton College. Alton College 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 your Learning Support Assistant (LSA) will go to the students lesson where possible and take notes on the students behalf.

Holidays and Exceptional Leave of Absence from Alton College

Alton College 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 Alton 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 work missed.

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

6. Authorised Absence

Reasons for Absence

Be aware that absence from both Colleges 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

Family Holidays during Term Time

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 child does not normally reside, unless written consent of Parent/Guardian with whom pupil normally resides is given.
- The holiday period exceeds 10 college days.

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

If a parent/carer is refused a holiday request and the student is still taken out of school/college by the parent/carer, 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

7. 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.

8. 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.

9. 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.

10. 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 to college on time. Persistent cases may be referred to the funding agency for that student.

11. 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 to all their lessons. All staff have a responsibility to support and remind students to be on time to 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. So if you are unsure if a student should be in a lesson, please check or ask someone in the Office to check for you.

12. Staff Responsibilities of Managing and Monitoring Attendance and Punctuality

Personal Tutors and Teachers

- Must send a cause for concern email to the Head of College if a student is absent/late to class three times in a row or shows a pattern of absence/lateness.
- Need to challenge students about any lateness to lessons and identify the cause of their lateness.

Residential Staff

- Residential staff need to record student attendance on Databridge for evenings and weekends.
- Residential staff need to be aware students' timetables and support students in getting to the right place and 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 week day and any weekend attendance of weekly and termly boarders, along with any respite attendance.

Clinical Services Staff

- 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 to any of their classes.
- Appointments during class time should be kept to a minimum and every effort made to arrange these 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 Databridge.

Technology Department

- Produce monthly school and college attendance information for the monthly data report.
- Provide adhoc reports on attendance and punctuality on the request of personal tutors or senior managers.

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*.
- 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.
- They will investigate any concerns raised and ensure appropriate improvement actions is addressed and reported on 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 |

Policy/Procedure Name: College Attendance and Punctuality Policy and Procedure

Policy/Procedure No: SMT030

Effective Date: December 2012

Review by Date: July 2021

| | | |
|---|--|--------------|
| 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 learners 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 |


Appendix 2

How to mark session attendance in Databridge

Login to Databridge

The screenshot shows the Databridge dashboard interface. The 'Todays Sessions' widget is highlighted with a red circle. It contains a table with the following data:

| Time | Subject | |
|---------------|-------------------------------------|--|
| 09:00 - 10:00 | Tutorial | |
| 14:15 - 16:00 | Enterprise And Employability Skills | |

From Todays Sessions widget click on the  icon:

This is a close-up of the 'Todays Sessions' widget. The table is as follows:

| Time | Subject | |
|---------------|-------------------------------------|--|
| 09:00 - 10:00 | Tutorial | |
| 14:15 - 16:00 | Enterprise And Employability Skills | |

Session details are displayed, click on Attendance and Record Student Attendance :



Attendance

Tutorial

Session Details

Session Aims: None

Learning Objectives:

Learning Teaching Assessment: None

Resources: None

Functional Skills:

Equality and Diversity: None

Safeguarding:

Management of LSAs:

MDT:

Evaluation: None

The following screen is displayed:

Learner Attendance

Set all to: -- Select --

Callum Brennan

Status: -- Select --

Notes:

Mins Late: 0

Flora Chiu

Status: -- Select --

Notes:

Mins Late: 0

Aaron Foley

Status: -- Select --

Notes:

Mins Late: 0

Daniel Hopkins

Status: -- Select --

Notes:

Mins Late: 0

Rebecca Powell

Status: -- Select --

Notes:

Mins Late: 0

Charlie Stubbs

Status: -- Select --

Notes:

Mins Late: 0

Isaac Wide

Status: -- Select --

Mins Late: 0

Save Attendance

To set attendance for all students:

Click on the down arrow in the Set all to field and choose the appropriate status. Click Save Attendance

To set attendance for individual students:

Click on the down arrow under each student's Status field and choose the appropriate status. Add Notes and Mins Late if appropriate. Click Save Attendance

Policy/Procedure Name: College Attendance and Punctuality Policy and Procedure
 Policy/Procedure No: SMT030
 Effective Date: December 2012 Review by Date: July 2021

To return to the previous screen without saving:
Use the back arrow in Internet Explorer



Appendix 3 Recording Overnight and Weekend Attendance

Navigate to Day Attendance under Timetabling.

The screenshot shows the Databridge dashboard interface. On the left is a blue navigation menu with the following items: Dashboard, Sessions, Students, SOW, Staff, Timetabling (circled in red), Day Attendance, Session Manager, Room Manager, Tutor Grp Timetable, Ev. Log/Patterns, Reporting, and Administration. The main content area is titled 'Dashboard' and contains several sections: Messages, Todays 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 side.

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

The screenshot shows the student attendance recording interface. On the left is a 'Filters' panel with dropdowns for Site (Trelgar College), Status (Current Learner), Date (05-05-2017), Dept (Any Department), Tutor (Any Tutor), K.W. (Any Keyworker), Prog (Any Programme), Build (Any Building), and Grp (Any Group). The main area is a table with columns: Surname, First Name, AM, Present, PM, Present, Notes, Overnight, and Notes. A dropdown menu is open for the 'Overnight' column of the first student (Ahadi, Karina), showing options: Present, Present - Therapy, Present - WoW, Late < 15 mins, Late < 30 mins, Late > 30mins, Authorised absence, Unauthorised absence, Late - authorised reason, Hospital, and New Student. A 'Save Changes' button is circled in red in the top right corner.

Ensure that you click Save Changes before exiting.