Bolton College

Attendance & Punctuality Policy 2023-24

Contents

Programme / Business Area:	Student Experience
Prepared By:	Student Experience Manager
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BOLTON COLLEGE ATTENDANCE & PUNCTUALITY POLICY

1. Policy Statement

The College has an expectation that students attend all of their lessons. The term student is sometimes interchanged with learner at the College and refers to any individual who is enrolled on a course at the College:

- Young people aged 16-18
- Apprentices
- Adults including those on higher education courses

Attendance refers to the scheduled time spent on College courses, and this can be categorised as classroom lessons, lectures, practical workshops, work placement, on-line learning, directed study, tutorials, enrichment activities and one-to-one progress reviews as specified in the student's learning agreement or individual learning plan (ILP).

Attendance is expected and is critical to every student's success and the achievement of their learning goals. The College expects all students to recognise that full attendance and punctuality will maximise progress and achievement and enhance not only their outcomes but develop their employability and wider civic and social skills.

Staff set and apply high expectations for attendance and punctuality to support students to meet the high expectations of future employers and learning institutions such as universities.

In 2023 / 24, the College minimum expectation for attendance is 90%, and 95% for apprentices. However, the basic principle of full and punctual attendance must continue as the fundamental ambition for students following the Positive Behaviour Policy.

All staff should support students to aspire to have 100% attendance and punctuality.

Genuine short and long-term absences and absences arising from significant personal difficulties will be fairly assessed and monitored by teachers and support staff and overseen by Curriculum Leaders as per the Positive Behaviour Policy. This will be recorded appropriately on registers and digital learner journey systems (ProMonitor / Smart Assessor).

All long-term absences should be supported with documentary evidence e.g. sick note from a doctor. Evidence should be scanned and emailed to the Attendance Officers who will save this centrally and in line with the College's GDPR guidance. This will be overseen by Heads of Area.

2. Scope

This policy applies to all active students enrolled at Bolton College. This policy is a staff facing document. Student facing information is in the student handbook.

3. Student Responsibilities

- Attend all of their timetabled sessions which make up their learning programme.
- Check timetables regularly on ProPortal for updates and classroom changes. These will be kept to a minimum.

- Return promptly after any timetabled break. Failure to do so will result in a late mark being recorded in the register. Three late marks will trigger a Positive Behaviour intervention from the teacher which must be recorded on ProMonitor.
- Obtain permission from the class teacher at the start of the session if required to leave class earlier than set finishing time (attendance will be recorded on register).
- Arrive at the start of the sessions properly equipped and prepared. If a student is struggling through hardship to be properly equipped, please direct them to the Student Experience Zone as we do not want this to be a barrier to attendance.
- If late, enter the class quietly with minimum disruption to the session and explain to the teacher at an appropriate point.
- Contact the attendance line by 8:30am on their first day of absence explaining their absence and indicating its duration. Leave a message if unable to get through. The attendance line opens at 7:30am.
- Inform their Curriculum Leader if a prolonged absence is likely, to discuss the possibility of an alternative study arrangement. Their teacher or LDM can support the student in this if required. In addition, students can contact the Student Experience Zone, if they wish to discuss reasons for prolonged absence, and where additional support can be offered.
- Arrange medical appointments, driving lessons, and any other appointments that are non-emergency in their own time.
- Ensure that any part-time work undertaken outside their College programme does not clash with their timetabled sessions.

The College's Positive Behaviour Policy will be explored further with students who consistently breach these responsibilities in order to provide positive and supportive interventions to improve attendance.

4. Staff Responsibilities

- Be in the classroom, prepared and ready to start their lesson on time and where possible no fewer than 5 minutes before the beginning of the session.
- If teachers and students have to move between classrooms with no scheduled time in between, then teachers should implement the 'hard start, soft finish' approach, e.g. a class finishes at 10am and the next lesson starts at 10am.

Hard start = all staff and students should be in the classroom and ready to begin at the start time.

Soft finish = class can be finished up to 5 minutes maximum before the class end time to give teachers and students time to move between lessons.

- Allow students into the classroom and provide an early engagement activity prior to start.
- All staff to ensure that the lateness procedure is followed e.g. a late mark being recorded on the register. Three late marks will trigger a Positive Behaviour intervention from the teacher. This must be recorded on ProMonitor.
- Curriculum Leaders should ensure that classes are fully covered for staff absences or rescheduled for suitable alternative times. Under no circumstances should classes be

cancelled and students sent home for this reason.

In exceptional circumstances, Heads of Area need to seek permission from an Assistant Principal to cancel a session.

- If a student attends a class and they are not on the register, they need adding, with their full name and student ID number, as displayed on their security ID pass and a positive mark needs recording.

- If a student does not have their security ID pass, the student should be wearing their temporary sticker which has their photograph, name and ID number displayed. If not, they must be directed to the security desk.

- If there is someone who is not enrolled, you **must not** add them to the register. You must send them to the enrolment desk to complete their enrolment.

- All class teachers are expected to complete the electronic register within the first 15 minutes, select 'finish later' and add late marks, where applicable. The register must then be submitted at the end of each session. This is the formal auditable document used by the College to record attendance and punctuality. Non-compliance with this procedure is taken seriously by the College.

- The Attendance Officers will visit each class within the first 30 minutes of the start time to record on the digital learner journey system who has not yet arrived. Parents / carers (16-18/ EHCP) and adult students (19+) will be contacted to check on the reason for absence.

- The Attendance Officers will provide Heads of Area and Curriculum Leaders with a weekly attendance summary each Monday morning. Managers are expected to analyse attendance and punctuality records for every course and this to be made a priority for weekly team meeting agendas to monitor that appropriate Positive Behaviour interventions have been made.

- Timetables for every course are to be available to students prior to the start date to facilitate the production and use of registers as soon it begins. Any subsequent changes to be kept to a minimum in order to ensure registers are accurate and up to date.

- In any instance where the scheduled class teacher is absent, the Curriculum Leader has the responsibility for ensuring any substitute class teacher has access to and completes the register in an accurate and timely manner.

The timetabling team has a member of staff available each morning between 8:30am – 10:00am. It is the responsibility of the Curriculum Leader to email CPandTT@boltoncc.ac.uk with cover for lessons.

- Any issues arising from absence (e.g. student does not return after break), should be addressed, by the teacher / WBT on the first day of occurrence or immediately after the teaching session.

- Teachers / WBTs who have apprentices must also contact the employer to inform them and document this in the digital learner journey system.

- Address all absences following the procedure outlined on page 6.

5. College process for monitoring absences or lateness

Every student has the responsibility to report their absence / lateness prior to their timetabled session, via the absence line. Where the absenteeism is known in advance, the student is responsible for informing their class teacher.

Each case of absenteeism is different and will be treated individually and in line with the Positive Behaviour strategy.

If a student has had four consecutive weeks of non-attendance, then they must be withdrawn from the College in line with the funding regulations. This is the responsibility of the Head of Area.

In the case of a student having an Education Health and Care Plan, the Head of Area will arrange a meeting with the Student Experience Manager and the Head of Learning Support to agree the next appropriate action and consider the Fitness to Study Policy.

It is the responsibility of the Curriculum Leader to initiate a withdrawal via the Head of Area, so that the withdrawal form can be completed in a timely manner. While this process removes the student from funding, every possible method of retaining the student must continue until fully exhausted to support student achievement and experience.

The following process of monitoring attendance of students is to be adopted across College.

Absence	Process
1st absence (Day 1)	**Attendance Officer** visits all classes and contacts: • parent / carer for students who are 16-18/ EHCP • student directly for adults • employer for apprentices to explore absence and records comment on ProMonitor / Smart Assessor, tagging in the teacher/ WBT and relevant LDM (where appropriate).
2nd consecutive absence	**LDM** contacts parent / carer for students who are 16-18/ EHCP **Course Teacher** contacts students who are adults **Work Based Tutor** contacts employer for apprentices to explore absence and explain that next absence will trigger a Positive Behaviour *Intervention Meeting* with: • Student • Teacher / Work Based Tutor • Parent / Carer and records comment on ProMonitor, tagging in the Attendance Officer and Curriculum Leader.
3rd consecutive absence	**Attendance Officer** arranges formal Stage 1 Positive Behaviour Intervention meeting with: • Student • Teacher / Work Based Tutor • Parent / Carer as part of the Positive Behaviour Policy. SMART target set.
Interim Positive Behaviour Interventions completed to track progress being made as per Positive Behaviour Policy and recorded on ProMonitor.	

> Once it is deemed that a student has achieved their SMART targets set, this must be reflected in ProMonitor by the member of staff who set the SMART target.
> Failure to meet agreed targets will lead to further stages of the Positive Behaviour Policy being implemented.

6. Principles of positive behaviour, reward and praise

The College intends to base its policy on positive behaviour, reward and praise with high expectations set for every student. The main principles are:

- All sessions will start on time.
- All staff and students to be prepared and ready for every session.
- No class should be disrupted due to staff or student absence.
- Student attendance and punctuality will be consistently managed across College and recognised by all.
- Punctuality and full attendance will be measured alongside performance and quality of provision.
- Good attendance and punctuality will be celebrated at every opportunity and linked to employability, progress and high achievement outcomes.

7. Practices and activities used to improve attendance and promote positive behaviour

- Organised trips and rewards are to be used at curriculum level in all areas in 2023/24 to encourage good attendance (these should be planned to avoid interruption to tutorials, maths and English classes).
- Whole College attendance celebrations.
- All departmental student awards should have a good attendance component.
- Walk-throughs from curriculum managers to ensure that a consistent message is being conveyed with regard to attendance, especially in the first weeks of the new term so bad habits are not formed. This will support teachers, WBTs and LDMs by reinforcing the messages to students.
- ProMonitor and Smart Assessor are the digital learner journey tools to be used to monitor student attendance and show the impact of attendance on their performance and progress.

Appendix 1 – Register Marks

Below is a list of marks that the college use on registers. There are 3 instances where they affect the register attendance statistics - a positive mark, a negative mark or a neutral mark.

- Those highlighted in **green** are positive marks
- Those highlighted **red** are negative
- Those highlighted in **blue** are negative and do affect against the student's attendance total but these marks can be analysed to aid further understanding into the reasons for student absence.
- Those highlighted in **grey** do not add positive or negative marks and do not affect attendance data.

Code	Impact	Description	Meaning
\	Positive	Present	Learner turns up for class
0	Negative	Absent	Learner does not turn up for class and you have not received any notification as to why
	Register to be deactivated	Staff Sickness –Session not taken place	When a staff member is off sick and there is no cover – i.e. the class did not take place: - HoA to confirm with MIU that an Assistant Principal has authorsed the class to be cancelled. The HoA must reschedule the lesson to make up lost learning time
	Student to be deactivated	Apprentice not expected in	- HoA to authorise Apprentice has scored 5 against K,S and B and funding has been reduced for this element of learning or Apprentice has reached Gateway and completed their practical period
	Student to be deactivated	Student is on a pre-apprenticeship trial	- Assistant Principal to authorise HoA to report to Assistant Principal who will authorise HoA to plan GLH on personalised timetable to make up for lost learning
C	Positive	Educational	Learner taken out of college on an organised trip
F	Negative	Personal	Learner is absent for a reason such as doctor, dentist or hospital appointment, bereavement etc
H	Negative	Holiday (not religious)	Taking holidays in term time
I	Negative	Coronavirus Isolating	Learners are self isolating
J	Positive	Placement	Learner is on external placement as part of their course. This should NOT be used for work experience as those hours must be outside the planned classbased courses
L	Positive	Late	Learner comes to class after the start time
S	Negative	Sickness	Learner is absent and has notified you that they are unwell
T	Positive	Exam Taken	Learner takes an exam in class time
U	Positive	Unusual Event	Unusual event i.e. weather closure: - MIU only
X	Negative	Suspended	Learner has been suspended by the college and therefore does not attend the class

Y	Negative	Religious Holiday	Learner has taken time out for a recognised religious holiday eg. Eid and the College remains open