Name of Policy	**ATTENDANCE AND PUNCTUALITY POLICY (STUDENTS)**

Purposes	To ensure that every student attends the maximum number of classes possible to afford each student the opportunity to exceed or achieve their minimum expected grade/s.

Author / Job Title	Enrichment Lead

Equality Assessment By Whom	Enrichment Lead	Date	Nov 2021

Version	8	Date of next review (month & year)	05/2023

Approved by		**Date**
	SMT	September 2020
	Corporation	**N/A**

Related policies or procedures or parent policy if applicable	Acceptable Behaviour Policy

Groups/bodies consulted in the development of the policy	
To be published on College website	YES
To be published on Student Hub	YES

ATTENDANCE AND PUNCTUALITYPOLICY (STUDENTS)

Rationale
It is Macclesfield College's aim to ensure that every student attends the maximum number of classes possible to afford each student the opportunity to meet his/her potential. Good attendance and punctuality help towards academic attainment and preparation for the expectations of adult and working life. **Consequently, Macclesfield College has a student minimum attendance target of 91.5% for all scheduled classes.** This policy is applicable to both Further Education and Higher Education programmes.

Purpose
The purpose of the policy is to:
- create a culture in which high levels of attendance and punctuality are the accepted norm
- raise student awareness of the importance of uninterrupted attendance and to take responsibility for their own attendance and punctuality
- effectively monitor attendance and punctuality
- ensure mechanisms are in place to reward good attendance and punctuality and to follow up poor attendance and punctuality in an effective manner.

Distribution of Policy and Procedure
During induction the policy will be explained to all students.

The policy is posted on the College website, www.macclesfield.ac.uk**.** Parents/carers of students under the age of 19 will be provided with details of how to access the policy in an introductory letter and during new Parent Induction/ Welcome event.

This policy will be explained to all new staff at induction and details of how to access it through the website will also be explained.

Definition of Attendance
Student attendance is defined as participation in a programme of educational activities arranged by the College. In addition to actual attendance within the campus, this encompasses a range of other activities within the category of authorised absence such as:
- work experience
- educational visits
- day and residential visits to outdoor centres
- debates, sports, musical or theatrical productions arranged by or in conjunction with the College
- study leave
- receiving tuition via outreach teaching services.

Monitoring Attendance and Punctuality
For each student, the register of attendance will include:
- name / course code and session title
- session start and end time
- ALL attendances, absences, lateness, in whole or in part, authorised or unauthorised
- appropriate coding to identify the nature of the absence

Attendance shall be recorded for each class or period of scheduled instruction (including instructional or supervised study activities). The attendance register - to be completed in electronic format on Pro–Solution (unless otherwise agreed with Director of MIS & Exams), is an auditable document. Failure by a teacher/lecturer to provide a true, accurate and complete register promptly may result in disciplinary proceedings. Registers are to be marked during the class and **within 15 minutes** of the beginning of a teaching session.

When additional information is received from a student during a student/staff meeting that requires corrections to be made to a student's attendance record, such corrections are to be made immediately using the Pro-Solution register system.

The following is the procedure for maintaining the attendance registers:

Indicate if a student is/has been

Present	with	/
	with	P – Present – Virtually in the lesson
	with	B – Work set to be completed at home –
	....	Not visible in the session, work to be checked to ensure completion of set tasks.
Absence (unauthorised)	with	O
Late	with	L
Authorised absence	with	
	....	I – Sick
	....	A - External Appointment
Exam	....	E
Work Experience	....	Z
Educational Visit	....	V
Excluded	....	X
Completed	....	C

The Withdrawn and Transferred marks will be added when the transfer or withdrawal is requested by the Curriculum Business Leader, they will not be available to be marked by the tutors.

Reasons for Absence
Unauthorised Absence
If the College does not know the reason for a learner's absence, or are not informed, the computerised register system records an un-authorised mark. This cannot usually be altered afterwards unless the absence could not have been foreseen and the College are informed following the correct procedure
The category of unauthorised absence includes absence deriving from reasons such as:

- unexplained absence
- truancy (unauthorised absence for any period as a result of premeditated or spontaneous action on the part of student, parent/carer or both)
- Family Holidays during Term Time

Authorised Absence
The following are examples of absences, which could be considered for authorisation if the correct procedures are followed.

Foreseeable absences
  - A specialist medical/dental appointment which cannot be arranged outside college hours (such as a hospital out-patient or orthodontist appointment)

- A religious holiday (a maximum of three days in a year)
- A visit to a University, either to attend an open day or for an interview, or a career related interview
- An appointment with a Careers Advisor (although these should normally be scheduled to avoid disruption to studies)
- Attendance at a probation meeting
- Attendance at a funeral of a family member or close friend
- A practical driving test (but not a lesson) either a morning or afternoon
- Genuine disruption to a student's means of transport (such as a bus strike)
- Examinations – relating to course

Unforeseeable absences
- Emergency situations involving a family member or another person the student has caring responsibilities for
- Bereavement

Short-Term, Exceptional Domestic Circumstances
Absences related to short-term exceptional domestic circumstances may be either an authorised or unauthorised absence. Authorised absence under this heading covers situations such as:
- the period immediately after an accident or illness
- a period of serious or critical illness of a close relative
- a domestic crisis which causes serious disruption to the family home, causing temporary relocation.

The College would wish to ensure that all students do not miss out on their entitlement to an education, and all possible support will be provided for the long-term educational needs of students with care responsibilities. If a student is unable to attend due to such responsibilities, the College would wish to provide additional support services to support the student and to ensure that their absence from education will not be long-term. Where such arrangements are in place, this will be categorised as authorised absence. However, where additional services have not been accessed and care responsibilities become long-term, the absence shall be categorised as unauthorised absence.

Absence Control Strategies
Independent research has shown that the single most effective tool in improving attendance is the implementation of same-day contact. A first day response to non-attendance emphasises to students and parents/carers that unauthorised absence is taken seriously and will be challenged.

Action by the College staff will include:
- first day of absence contact
- providing attendance reports to parents/carers (16-19 programmes only)
- writing to parents/carers to ensure they are aware of an emerging attendance problem (16-19 programmes only)
- arranging meetings in the College with parents/carers to discuss attendance and associated problems (16-19 programmes only)
- lateness strategies
- use of the student disciplinary procedure
- raising awareness of the implications of poor attendance through:
  o induction
  o tutorials
- acknowledging good or improved attendance.

The College will maintain a system of specific strategies to identify and address attendance and punctuality problems in their early stages. For example, when a student does not attend a class or unauthorised absence results in a written disciplinary referral, the Personal/Course Tutor will meet with the student to remind them about the Attendance and Punctuality Policy and Procedure, explain the consequences of unauthorised absence, and stress the importance of class attendance. This meeting will also ascertain the reason for the absence. Subsequently, the parent/carer shall receive a copy of the written disciplinary referral, informing the parent of the absence and any disciplinary action taken.

Students whose attendance and/or progress in their course is deemed to be unsatisfactory by the Assistant Principal / Head of Curriculum (including failure to submit prescribed coursework), may be refused permission to submit and/or sit their examinations and may be required to repeat part or all of their course. In serious cases the Student Disciplinary Policy may be invoked, which may result in withdrawal from a course.

A student who does not achieve by the planned end date because of unsatisfactory attendance and/or failure to meet coursework targets may be charged any additional awarding body registration fees and re-sit fees. A student who fails to attend an examination may be charged the re-sit fee to attend the same examination in a later series.

Absence during term may lead to a reduction of monies paid through learner support funds or other such funds. The College recommends that any student following a full-time course does not engage in full time employment and limits part time employment to a maximum of 10 hours per week during term time.

Appeals
Any appeals will be made to the Course Tutor in the first instance. Where the student is challenging the number of recorded absences, they must provide evidence of attendance on the disputed occasions. Similarly, evidence must be provided of any extenuating circumstances which the student wishes to be considered.

If the appeal is successful, the attendance register will be changed to reflect the outcome of the appeal process.