



LINCOLN COLLEGE

ATTENDANCE AND PUNCTUALITY POLICY

POLICY CQ/PO/7

SPONSOR

Director of Student Services

Equality and Diversity Statement

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

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1 PURPOSE

All students must recognise that good attendance and punctuality will maximise achievement and enhance not only their learning experience but also develop their employability skills. Students who arrive late disrupt their own learning and that of others. High expectations of attendance and punctuality will be required by future employers and therefore we need our staff to set and enforce high expectations for attendance and punctuality.

2 AIMS

This policy provides guidance on when and how the College monitors the attendance of students. In pursuit of maintaining good attendance and punctuality the policy also gives guidance on the actions to be put in place where students are found to be below acceptable levels of attendance.

3 INTRODUCTION

There are 6 main principles on which this policy are based and which underpin the College's approach to student attendance and punctuality:

- All classes start and end on time.
- Learning is not disrupted by absent staff.
- Student attendance and punctuality is managed consistently across the whole college.
- Punctuality and full attendance should be a benchmark by which the quality of provision is measured.
- A reward and recognition scheme will be offered to maximise student attendance and punctuality.
- Celebrate good attendance and punctuality at every opportunity.
- Attendance and punctuality procedures.

4 SUMMARY OF COLLEGE EXPECTATIONS OF PUNCTUALITY AND ATTENDANCE

- 1 The College expects 100% attendance and punctuality at all timetabled sessions. This includes workshops, Maths and English classes, work experience, compulsory visits and activities, tutorials etc.
- 2 Students will be informed of college standards of attendance and punctuality during induction. They will also be informed of how these have a direct impact on achievement and future career and earnings potential.
- 3 Attendance of all students will be reviewed after the first five weeks of the academic year. Any student who has not achieved at least 85% attendance, and who is unable to provide a full justification, may be withdrawn from the College (Director approval required for withdrawals).
- 4 Attendance will also be monitored for work based learners and students attending work experience. In the event that there is any difficulty this should be communicated to both the College and the employer/placement.

Students must take the responsibility for such communication as this is an essential life skill.

- 5 Attendance will be regularly monitored throughout students' time at college. Failure to maintain good attendance will be dealt with through the College disciplinary procedure.
- 6 Students are expected to give a good reason, backed up with evidence, letter from GP, College tutor, CAHMS, hospital appointments etc. for all absences.
- 7 Where absences/lateness can be foreseen in advance, the student should notify the College so that this can be recorded in the register. Authorisation will only be given for medical appointments which cannot be made outside of College time. Appropriate evidence should be provided to the designated person for the absence to be classed as authorised.
- 8 For unforeseen absences, such as illness, students must contact the College as soon as they know they will be absent (and before 8.45 am on each subsequent day of absence). Students will need to contact the relevant school administration team and provide their name, course, personal tutor and reason for absence. This information will be recorded on the Absence logs.
- 9 Non-attendance records will be passed to the Attendance Team to follow up on a daily basis. Non-attendance may be dealt with as part of the College's disciplinary procedure and may result in a final written warning or expulsion.
- 10 To ensure the College meets its safeguarding responsibilities registers must be taken within the first 5 minutes of each lesson, either electronically or, in exceptional circumstances, paper based. If using a paper based system the electronic register must be brought up to date at the earliest opportunity and in any case by the end of the working day. If any teaching staff member has concerns about a student absence they must report immediately to the Attendance Team to follow up.
- 11 Students should be praised for good attendance and this should be recorded in ProMonitor.

5 PROMOTING PUNCTUALITY AND CLASSROOM MANAGEMENT

- Staff members should start lessons on time as stated on the timetable. The Classroom/workshop door should be closed at the start of lessons wherever possible.
- A student who arrives later than 5 minutes after the advertised start time should be marked as late. If the staff member establishes mitigating circumstances a note should be recorded on the register. All students who arrive late must be spoken to discreetly and allow their reason for lateness to be given privately, not in front of the whole class.
- Latecomers should not be allowed to interrupt the class and the staff should, if possible, avoid reiterating what they have missed if it disrupts the lesson for others. Staff may allow latecomers to catch up at a convenient point and distribute missed worksheets etc.

- Punctuality will be encouraged by staff as a good habit and a life skill. Persistent lateness will be recorded in the eILP and addressed with the student concerned at their 1-1 using the College's disciplinary procedure if necessary.
- Any concerns about student welfare, transport, financial difficulties or wellbeing should be referred to Student Services.
- If a staff member fails to appear, students must wait 5 minutes after the start time of the lesson before reporting to the School Administration Office or Staff Room.

6 ACTION IN CASES OF POOR ATTENDANCE OR PUNCTUALITY

- Lincoln College has an expectation for excellence of 100% attendance.
- Staff will address the student's attendance during tutorials and notes made in the eILP both to praise the student for good attendance or address concerns.
- Every effort will be made to contact missing students. In the first instance the Attendance Team will try and make direct contact with the student. If this cannot be made, they will then contact the next of kin. If no contact can be made and no-one has seen or heard from the student, consideration must be given to doing a home visit. In this instance the case must be referred to The Safeguarding Team.
- If a student has not attended any class for 3 consecutive weeks and has not informed the college of any reason for absence, that student may be withdrawn. The College cannot however remove the student without taking every step possible to make contact with the student. This should all be recorded in ProMonitor. (Please note EHCP students cannot be removed without an early review taking place, for further information speak to the College SENCO).
- If the student is under 18 or Safeguarding Team after 5 consecutive days of unauthorised absence if all attempts to contact the Student have been unsuccessful. If the student is classed as vulnerable this should be passed to the Safeguarding Team on the first day of unauthorised absence.

7 PROLONGED PERIODS OF ABSENCE

- Where a student is absent from class for authorised reasons e.g. due to a medical issue or disability, Student Services will support that student to return to college. Additional support via Learning Support may be provided in exceptional cases.
- Where a student knows they will be absent from college, for example in hospital, they should be encouraged to request notes and assignments from staff and agree revised deadlines if appropriate.
- Where a student has been suspended as part of the disciplinary procedure work will be sent to them to ensure the student stays on track with their progression wherever possible. If it is found there is no case to answer, the College will assist the student in making up lost time and missed work. This may be through the course team or Student Services.

8 REWARD AND RECOGNITION FOR STUDENTS ON STUDY PROGRAMMES

- The College recognises that good attendance is a valuable life skill that will enable students to gain and sustain employment. As such we wish to recognise and praise excellent attendance and provide evidence that can be shared with potential employers.
- The College will monitor attendance on a weekly basis and every term 100% certificates will be issued. This will form part of the College's Student Excellence Awards as detailed below.

8.1 Student Excellence Awards

Stage 1

- At the end of the autumn term, students on a study programme achieving 100% attendance will be issued with a certificate from their Curriculum Progression Coach
- All students awarded with a certificate will be entered in for a termly prize draw.

Stage 2

- At the end of the Spring term, students achieving 100% attendance for that term will be issued with a certificate from their Curriculum Progression Coach
- All students who receive a Certificate will be entered for a termly prize draw as at stage 1.

Stage 3

- At the end of the Summer term, students achieving 100% attendance will be issued with a certificate from their Curriculum progression coach
- All students who receive a certificate for term 3 will be entered into the termly prize draw
- Any student who receives 100% attendance for 3 terms will be issued with a Gold Certificate from the Director of School.
- All students achieving a gold certificate will be eligible for an end of year celebration event

8.2 Platinum Award

The College wants to recognise the outstanding success of the highest achieving students. Students who have achieved the following: 100% Gold Attendance Certificate; The Gold Standard Expectation Framework and Gold Standard Work Experience will be recognised by being invited to attend the Lincoln College Awards Ceremony where all students will receive a reference endorsed by the CEO of the Lincoln College Group and be entered for an award.