



# **LINCOLN COLLEGE**

## **ATTENDANCE AND PUNCTUALITY POLICY**

**POLICY CQ/PO/27**

**SPONSOR**

Director - Performance and Standards

## **Equality and Diversity Statement**

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate all forms of unlawful discrimination, specifically across all protected characteristics. We will work towards a fair and just organisation and promote inclusion for all those impacted by Lincoln College and the wider community.

# LINCOLN COLLEGE

## ATTENDANCE AND PUNCTUALITY POLICY

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# **LINCOLN COLLEGE**

## **ATTENDANCE AND PUNCTUALITY POLICY**

### **1 PURPOSE**

High levels of attendance and excellent punctuality are characteristic of learners who achieve or exceed their potential. High levels of attendance and excellent punctuality are essential in the development of employability skills. The purpose of this policy, therefore, is to promote and facilitate high levels of attendance and punctuality in all of the learners at Lincoln College.

### **2 AIMS**

All learners must recognise that good attendance and punctuality will maximise achievement and enhance not only their learning experience but also develop their employability skills. This policy, therefore, aims to provide clear expectations on learners' attendance and punctuality, and how the college monitors the attendance of learners. In pursuit of maintaining good attendance and punctuality, the policy also gives guidance on the actions to be put in place where learners are found to be below acceptable levels of attendance.

This policy applies to all learners at Lincoln College and Newark College including Higher Education students, apprentices and off-site learners.

### **3 SUMMARY OF COLLEGE EXPECTATIONS OF ATTENDANCE AND PUNCTUALITY**

- 3.1 The college expects 100% attendance and punctuality at all timetabled sessions. This includes workshops, English and mathematics classes, work experience, compulsory visits and activities, tutorials etc.
- 3.2 Learners 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.
- 3.3 Attendance will also be monitored for apprentices, work-based learners and learners attending work experience. In the event that there is any difficulty this should be communicated to both the college and the employer/placement. Learners must take the responsibility for such communication as this is an essential life skill.
- 3.4 Attendance will be regularly monitored throughout learners' time at college. Failure to maintain good attendance will be dealt with through the college's Learner Conduct Procedure.
- 3.5 Learners are expected to give a good reason for all absences and provide evidence, for example, a letter from a GP.

Legitimate reasons for absence may include:

- Medical appointments which cannot be made outside of timetabled hours
- Religious holiday
- Attendance at a funeral
- Severe disruption to the transport network
- Driving test
- Learner representatives' meetings
- Responsibilities for caring for a close family member (if this is likely to affect their learning, this should be explored with the student and support offered).

Absence will not be authorised for:

- Holidays
- Babysitting
- Driving lessons
- Birthdays
- Leisure activities
- Shopping
- Full or part-time work (other than work experience).

3.6 For unforeseen absences, such as illness, learners must contact the college using the formal absence reporting procedure as soon as they know they will be absent.

3.7 To ensure the college meets its safeguarding responsibilities, registers must be taken within the first five 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 learner absence they must report immediately to the associated Progress Coach and/or the safeguarding team.

3.8 Learners should be praised for good attendance and this should be recorded in ProMonitor/SmartAssessor.

## **4 RESPONSIBILITIES**

### **4.1 Learner responsibilities**

**Learners** are expected to:

- Attend 100% of all scheduled classes either in person or online relating to their programme of study as confirmed on their learning agreement
- Arrive on time or the beginning of all lessons
- Minimise disruption to lessons if arriving late

- Understand that unauthorised absence will affect learning, opportunities for progression, financial support and may result in action being taken via the college's Learner Conduct Procedure
- Report any absence due to illness or other reason to the college by 8:45am on the first and every subsequent day of absence (by phone)
- Do everything possible to avoid necessary absences by making medical appointments outside class time unless it is an emergency
- Not go on holiday during term time
- Arrange appointments with careers advisors or other support services outside of lesson time
- Provide medical evidence for absences of more than five consecutive days
- Tell the college in advance if they are going to miss a lesson, for example, attending a university open day
- On the first day back in learning after an absence, present evidence such as a doctor's note to progress coaches (further education learners), apprentice progress coach (apprentices) or course coordinator (higher education students) to support the absence.

## 4.2 Staff responsibilities

All staff are responsible for ensuring the good attendance and punctuality of their learners and for dealing with attendance and punctuality issues whenever they occur. Specific responsibilities include:

### 4.2.1 **Delivery staff** or those taking class registers are responsible for:

- Promoting good punctuality and attendance through their own behaviour and teaching standards by arriving on time to each lesson
- Accurately completing the register on the day of attendance
- Noting in the register any absences and lateness
- Challenge any learner lateness
- Following up absence with the learner when they next meet
- Reporting any persistent issues with learners to the relevant progress coach and curriculum lead
- Update ProMonitor/SmartAssessor with notes and actions
- Implementing the Learner Conduct Procedure with learners who fail to meet attendance or punctuality expectations

### 4.2.2 **Administrative support staff** are responsible for:

- Receiving and recording absences reported by learners
- Alerting tutors and progress coaches (further education learners), apprentice progress coach (apprentices) or course coordinator (higher education students) to learner absence
- Maintaining a local log of learner absence
- Updating learner records on ProSolution to reflect absences

### 4.2.3 **Student Services staff** are responsible for:

- Reviewing unauthorised absence reports associated with EHCP/LAC/safeguarding learners two times per day
- Immediately contacting EHCP/LAC/safeguarding learners who have unauthorised absence to ensure their safety and wellbeing
- Contacting the next of kin of EHCP/LAC/safeguarding to inform them of their young person's unauthorised absence
- Consider making a home visit should attempts to contact an EHCP/LAC/safeguarding learner or their next of kin fail
- Consider contacting the police and/or the local authority should no contact be made with an EHCP/LAC/Safeguarding learner or their next of kin

**4.2.4 Progress Coaches, Apprentice Progress Coaches, Course Coordinators** are responsible for:

- Addressing attendance and punctuality issues with learners and setting GROWTH targets to improve these behaviours
- Directly support learners to improve attendance and punctuality, and where possible, signpost to other support which will enable attendance and good punctuality
- Work with delivery staff to monitor GROWTH targets linked to attendance and punctuality
- Implementing the Learner Conduct Procedure with learners who fail to meet attendance or punctuality expectations

**4.2.5 Curriculum Leads** are responsible for:

- Setting and maintaining clear expectations of attendance and punctuality in their area
- Monitoring attendance and punctuality of the learners in their area and take action where levels do not meet expectations
- Design local initiatives to encourage excellent attendance and punctuality
- Design local approaches to reward and recognise excellent attendance and punctuality
- Implementing the Learner Conduct Procedure with learners who fail to meet attendance or punctuality expectations

**4.2.6 Senior Managers** are responsible for:

- Setting and maintaining clear expectations of attendance and punctuality at the college
- Monitoring attendance and punctuality trends across the college and instigate action where levels do not meet expectations
- Design college initiatives to encourage excellent attendance and punctuality
- Design college approaches to reward and recognise excellent attendance and punctuality
- Implementing the Learner Conduct Procedure with learners who fail to meet attendance or punctuality expectations

## **5 ACTION IN CASES OF CONTINUED UNAUTHORISED ABSENCE**

5.1 All staff have a responsibility to identify and address periods of continued unauthorised learner absence.

5.2 Curriculum Leads are responsible for reviewing the 'three days consecutive absence' report and taking action with curriculum teams, progress coaches, apprentices progress coaches or course coordinators to address continued absence. This may include implementing the Learner Conduct Procedure.

5.3 Where a learner does not respond to communication from the college regarding their absence, a Continuous Unauthorised Absence letter will be issued which will give the learner ten days to contact the college to discuss their continuation on their course with their Curriculum Lead and return to their studies. Should no contact be made by the learner, they will be removed from the college.

## **6 PROLONGED PERIODS OF AUTHORISED ABSENCE**

6.1 Where a learner experiences prolonged absence from classes for authorised reasons, for example, due to a medical issue or disability, student services will support that learner to return to college.

6.2 Where a learner knows they will be absent from college, for example in hospital, learners should engage with their curriculum team to request notes and assignments from staff and agree revised deadlines if appropriate.

6.3 Where a learner has been suspended as part of the Learner Conduct Procedure, work will be sent to them to facilitate the learner staying on track and progressing wherever possible. In such circumstances, where an investigation results in a learner returning to college, curriculum areas will assist the learner in making up lost time and missed work.

## **7 REWARD AND RECOGNITION FOR LEARNERS**

The college recognises that good attendance is a valuable life skill that will enable learners to gain and sustain employment. As such, curriculum areas should recognise and praise excellent attendance and punctuality, for example, nominations for learner spotlight awards.

## **8 REVIEW OF THE ATTENDANCE AND PUNCTUALITY POLICY**

The Learning Standards Quality Committee will review the Attendance and Punctuality Policy on an annual basis and make recommendations for its development.