



Student Absence Policy & Procedure

Date of Publication	January 2020
Date of Next Review	January 2022
Line Manager Responsible	Director of MIS
Policy Creator	Director of MIS
Approved by	Anne Entwistle

Purpose

The Student Attendance Policy has been developed as part of the College's commitment to providing a supportive learning environment which enables students and apprentices to achieve their full potential. As a responsible institution the College has a duty to monitor attendance, and to act on non-attendance so that students and apprentices can be supported to complete their programme of study.

This policy aims to assist all students and apprentices to take responsibility for their full and prompt attendance, which will enhance their learning experience, develop their personal skills and promote retention, achievement and progression.

The College expects students and apprentices to attend all timetabled classes as required by the course programme on which they are enrolled. Students and apprentices should arrive on time for classes. Late arrival causes disruption to other class members and is unfair to the tutor.

Students should notify their tutor in advance by phone if they expect to be absent from timetabled sessions. Students should make arrangements to catch up on any work missed during absence. Holidays are not to be booked during term-time.

Procedure for FE student absence

All FE students are obliged to contact the college before 9am if they are unable to attend college for whatever reason.

There is a Student Absence text service or they can send an email to their tutor to advise them of their absence. They are asked to provide their name, student reference, the Study Programme they are enrolled on and the reason for their absence.

FE Student absence is monitored at the start of the college day by various Curriculum Assistants. All the study programme registers of FE students who are absent (and have made contact) are marked accordingly, depending on their reason for absence, and a note is included on the registers to provide tutors with this information.

FE Student absence reasons are considered by the Curriculum Assistant and a relevant register mark is assigned. Acceptable register marks are entered by teaching staff as follows:

PRESENT = Positive absent register mark,

UNAUTH = Unauthorised absent register mark,

NULL = No register mark/blank

LATE = No register mark/blank

A list of acceptable registers marks-

Code	Name	Context	Reference
<input checked="" type="checkbox"/> /	Present		PRESENT
<input checked="" type="checkbox"/> F	Completed (F)		F
<input checked="" type="checkbox"/> L	Late		PRESENT
<input checked="" type="checkbox"/> O	Absent (Unauth)		UNAUTH
<input checked="" type="checkbox"/> E	Exempt from this meeting		NULL
<input checked="" type="checkbox"/> P	Work Placement		PRESENT
<input checked="" type="checkbox"/> W	Withdrawn		NULL
<input checked="" type="checkbox"/> T	Transferred		NULL
<input checked="" type="checkbox"/> V	Visit/Placement		PRESENT
<input checked="" type="checkbox"/> C	Cancelled		NULL
<input checked="" type="checkbox"/> D	Delayed start		NULL
<input checked="" type="checkbox"/> M	Attending Functional Skills		NULL
<input checked="" type="checkbox"/> X	Exam		PRESENT
<input checked="" type="checkbox"/> A	Absent (Auth)		UNAUTH
<input checked="" type="checkbox"/> K	No uniform		UNAUTH
<input checked="" type="checkbox"/> N	NULL (N - Not Expected in College)		NULL

Once all the registers have been marked, tutors can check the Student Absence Report, (which is situated in the Attendance folder of the MSRS report suite on the Staff Portal) to see if there are any absences in their department. This process is completed each day by 11.00am

Home > Attendance > Student Absence Report Home | My Subscriptions | Site Settings | Help

Please select a date OR leave as Todays Date: Department:

1 of 1 Find | Next

BCA Absence Line Report on 21/01/2020

Class Code	Student Surname	Student Forenames	Date	Student Ref	Att Mrk	Reason
ANMLMF30X1901-1A	Galvin	Isobel	21/01/2020	30037153	A	Sickness
ANMLMF30X1901-1AEE	Galvin	Isobel	21/01/2020	30037153	A	Sickness
ANMLMF30X1901-1AEM	Galvin	Isobel	21/01/2020	30037153	A	Sickness

Report Run by: BCAIKStencelWade on 21/01/20 1:51:12 PM Page 1 of 1

Registers are checked daily by the MIS Department Register Admin to ensure compliance by teaching staff and student attendance. Monthly Register Audits are completed by Heads of Departments (HoDs).

Teaching staff are contacted by MIS where:

- Registers haven't been marked
- Incorrect marks have been used
- A student has 4 consecutive unauthorised absences
- A student has been marked as W (Withdrawn) or T (Transferred) for more than 4 weeks, to find out if this is correct and the necessary paperwork has been completed to withdraw the student, if necessary.
- If the student's attendance does not improve sufficiently they may be requested to attend a meeting with the year tutor or HoD. Student Welfare may attend this meeting as appropriate.
- The tutor needs to add a note to a register, where they have input an A (Authorised) absence mark with no explanation.
- Issues where students are not appearing on a register.

Procedure for Apprenticeship Absence

Most apprentices attend college for one day a week. The following procedure applies to any absence from their expected day in college:

All absences are to be reported by the tutor to the Apprenticeship Administrator by 11am or within the first 30 minutes of the lesson period (for Functional Skills). It is imperative that both apprentices and employers are contacted in a timely manner.

Absences can be reported by the tutor to the Apprenticeship dept by either register completion, email or phone. In all cases, they must ensure that as much information is given as possible, including if they've heard from either the employer or apprentice. All registers should be kept up to date for accuracy and audit purposes.

REGISTERS

All morning registers must be fully completed by **10am**. It is the Apprenticeship Trainer / Teacher's responsibility to ensure that the register is accurate and completed in full by the time deadline. Registers following the mid-morning break and lunchtime, must be completed within the first **30 minutes** of the lesson.

All registers must be checked by the Apprenticeships Administrator by **10.30am** (for the first lesson) or **30 minutes** after the Apprentices return from their mid-morning break and lunchtime. If registers are incomplete, the Apprenticeships Administrator must call/email the Apprenticeship Trainer / Teacher urgently to remind them to complete immediately. Failure to complete, registers on a regular basis must be reported to the Senior Apprenticeships Coordinator, who will liaise with the Apprenticeship Trainer / Teacher's Line Manager.

In the event that the Apprenticeship Trainer / Teacher is not able to complete the registers, due to a trip or system failure, they must inform the Apprenticeships Administrator immediately via phone or email and let them know who is absent. All registers must still be completed by the end of the day or sooner if possible.

AUTHORISED ABSENCES

If the Apprentice is marked as an authorised absence, the Apprenticeship Trainer / Teacher must add a note onto the register explaining why it is authorised i.e. needed at work, pre-booked annual leave. In some instances, the employers may still be contacted. The Apprenticeships Administrator and Senior Apprenticeships Coordinator must inform the Apprenticeship Trainer / Teacher if an Apprentice contacts the admin office either via email, phone or voicemail.

UNAUTHORISED ABSENCES

If an Apprentice's absence is unauthorised, the Apprenticeship Administrator must contact the Apprentice to find out the reason why they aren't present. If the Apprentice does not answer, then a voicemail must be left on their phone, where possible, asking them to return our call. Once the Apprenticeships Administrator has attempted to call the Apprentice, regardless of whether they have answered, they must contact the employer. Employers must be informed of their Apprentices absence by **11.30am**. Please include details of why the Apprentice was absent and if you have managed to speak to them. If the Apprenticeship Administrator cannot get hold of the employer, a

voicemail must be left on their phone, where possible, and it must be followed up via email, copying in the Apprentice's Apprenticeship Trainer.

If an Apprentice fails to return from their mid-morning break or lunchtime, the Apprenticeships Administrator must follow the above steps. Any information found out i.e. Apprentice went home as they were ill, must be reported to the Apprenticeship Trainer and employer and notes must be added to the register.

LATENESS

If an Apprentice is late, the Apprenticeship Trainer / Teacher must mark the register with an "L" and add a note to state how late the Apprentice was and the reason given. If the Apprentice is very late or repeatedly late to lessons, the Apprenticeship Administrator will inform their employer via email. Apprenticeship Trainers should discuss repeated lateness with employers as part of the progress reviews.

FOLLOW UP

Once all Apprentices and employers have been contacted, an email must be compiled by the Apprenticeships Administrator and sent out to all relevant Apprenticeship Trainers, Teachers and the Senior Apprentices Coordinator, explaining what they have done / discovered for each "O" or "L" mark. The Apprenticeship Administrator must include feedback from the Apprentice and employer. Registers must be updated by the Apprenticeship Trainers / Teachers where necessary. This email must be sent to the team by **12.30pm**, with follow up emails sent later if any Apprentices/employers call back or any further absences occur (after break times). Marks must also be added to the registers.