



Be Positive Attendance Policy

Updated March 2022
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Next review August 2024

Policy Overview and Scope

Purpose

This policy and procedures detail how attendance of students will be monitored in order to:

- Identify those who do not attend college or individual classes, to enable them to access appropriate support as necessary, return to their programme of study and achieve their qualification(s)
- Provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA) and various bursary schemes.

Policy and Procedure

Policy Statement

Be Positive will monitor Further Education students' attendance and punctuality.

3. Responsibilities and Expectations - Staff

- 3.1 The Director of FE at Be Positive is responsible for the management of this policy.
- 3.2 All Further Education Tutors, Course Managers, Learning Support and the Safeguarding & Wellbeing Manager are responsible for monitoring student attendance and in particular any student deemed to be 'at risk' of non-completion.
- 3.3 All staff teaching programmes are responsible for notifying the Director for any cause for concern
- 3.4 All members of teaching staff are responsible for ensuring that electronic registers are completed at the start of each session. NOTE: it is accepted that this may be difficult for some practical sessions, in these cases it is expected that paper registers will be kept and the electronic system updated within 24 hours of the session. Repeated failure to update registers will result in disciplinary action.
- 3.5 Electronic registers should be completed for all teaching sessions
- 3.6 Any student absence that is unplanned or which has not been agreed in advance should be followed up by the Course Manager (or member of staff given delegated responsibility) on the same working day.

4. Responsibilities and Expectations - Students

- 4.1 Students take responsibility for their attendance and punctuality
- 4.2 Students are expected to attend all timetabled and study programme activities (i.e. 100% attendance)
- 4.3 Students are expected to be punctual for all classes and be ready to learn
- 4.4 If a student is unable to attend any timetabled activity, they should contact Tutor or Director as soon as possible.

5. Attendance / Absence

- 6.1 Students are expected to attend all timetabled activities (i.e. 100% attendance) including vocational and English and maths lessons plus individual and group tutorials, targeted enrichment activities, work experience placements, trips and visits.
- 6.2 Acceptable absence is a planned absence which has been authorised by the Course Manager

Examples of legitimate planned absences include:

- A medical appointment which could not be arranged outside hours.
- Occasional care for a person for whom the student has a definite caring responsibility.
- A religious holiday.
- A career related interview.
- Appointment with a Careers Advisor (should normally avoid disruption to studies).
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits
- Appointment with the DWP
- Related to areas of study; sports fixtures and expeditions.
- Attendance at a funeral.
- Attendance at a probation meeting.
- Severe disruption to transport, e.g. rail strike.
- A driving test.

- 6.3 Unacceptable absence is defined as any absence which is unauthorised or unexplained or where classes are missed regularly in any other pattern which Class Tutors consider problematic i.e. detrimental to the successful completion of the course.

Examples of unacceptable absences:

- Holidays.
- Part or full-time work which is not part of the student's programme of work.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting siblings.
- Shopping.
- Driving lessons.
- Lateness exceeding 15 minutes.

- 6.4 If a student is unable to attend any timetabled or study programme activity they should either:
 - Inform their course manager in writing / by e mail
 - Inform Reception

- Telephone the absence helpline on 07710 672867
- Text the absence line on 07710 672867 using the format:
 - Student number
 - [Space]
 - Keyword, e.g. sick/ ill/ family/ transport
 - [Space]
 - More details e.g. migraine/ train cancelled

6.5 If a student has a significant health and / or wellbeing issues, they should contact their course manager or the Safeguarding & Wellbeing Lead for Support

7. Punctuality and Readiness to Learn

7.1 Students are expected to be punctual for all classes and timetabled activities.

7.2 Students are expected to be ready to learn by:

- Removing all outside clothing: i.e. hat/coat/scarf & placing safely where they will not cause a trip hazard.
- Ensuring they have pens, paper and other appropriate equipment e.g. calculator on your desk.
- Putting anything else in bags, including MOBILE PHONES (on silent) & placing under the desk or at the back of the room, where it will not cause a trip hazard.
- If a student has no bag, phones should be placed on the desk at the front.
- Drinks - bottled water only allowed on desks. No eating during class
- Wearing lanyards / ID cards visibly.

7.3 A student is late if they enter the class after the published 'start' time on the timetable.

7.4. If a student is late, they should enter the room / area quietly and ensure that the tutor is aware of their presence. They should explain to the tutor at an appropriate moment the reason for their lateness.

7.5 Persistent lateness to lessons to will lead to the withdrawal

8.4 If a student's attendance falls below 91% (WUC KPI) or 3 'Warnings' are issued within one week, or for one particular teaching session or subject, then they shall constitute a breach of the provisions of a University College Policy and the student disciplinary procedure may be invoked.