



Policy for

ATTENDANCE & PUNCTUALITY

Responsibility

Tutors, HOY, Assistant Principal, Attendance Officer

Aims

1. Provide an effective and efficient system for the monitoring, reporting and raising of attendance.
2. Encourage students to take full advantage of their educational opportunity by attending regularly and punctually.
3. To recognise the external factors which influence student attendance and work in partnership with parents and other agencies to address difficulties.

Objectives

1. To encourage students to attend and maintain punctuality through the use of an appropriate reward system (as described elsewhere).
2. To monitor attendance accurately throughout the day.
3. To implement common procedures for the early identification of students who are in difficulty as a result of learning problems or social relationships in or away from college. This includes working with the student and Family Welfare Panel where necessary.
4. To ensure effective exchange of information and co-operation between home and college.
5. To work towards a safe and supportive environment for all students free from discrimination and bullying.

Guidelines

1. Electronic Registers will be kept by tutors or class teachers (when appropriate) in a way that provides, in all circumstances, an accurate and honest record of attendance for all students.
2. All tutors are accountable to their Head of Year for completing registers and recording explanations for absences.
3. Staff, and especially tutors, should make clear to students that registration is an important part of the preparation for each day.
4. The principle of punctuality as both a courtesy and as an essential requirement for a well ordered learning environment should be emphasized to all students and staff.
5. Praise, and in certain circumstances material rewards, should be used to encourage attendance and punctuality. Students who have been absent for an extended period for whatever reason should be welcomed back into the college. It may be that the LSC has a function here.
6. The Assistant Principal and the Attendance Officer, who co-ordinates the system, will ensure that procedures operate effectively so that all appropriate information regarding non-attendance or poor punctuality is passed to our partners in the Education Welfare Service, this will often take place within discussions at the student and Family Welfare Panel.

Implementation

1. Registration procedures: Processes

(a) College Registers

- i) These should be called at the beginning of morning and afternoon sessions and sent promptly.

(b) Registration

i) An electronic class register must be taken early in every lesson by the subject teacher.

3. Absence

i) Where a student is marked absent a text will be sent to the nominated mobile number by the Attendance Officer.

ii) Parents must provide an explanation of absence when their children return to college either by letter or telephone. Tutors or in some cases the Attendance Officer will then authorize the absence using the appropriate code in their registers.

iii) Persistent or frequent non-attenders will be formally referred to Education Welfare Officer.

iv) Persistent or frequent non-attenders will be given appropriate support to reintegrate back into fulltime attendance. This may be putting the student on a reduced timetable, (following the procedures set out) support in the Learning Support Centre, support by the EWO or the College Counsellor.

2. Monitoring the System

Tutors are responsible for the attendance of their tutor group on a day-to-day basis and must obtain reasons for all absences via the Student Planner, telephone, and letters home. The tutor will record information in the register and will monitor attendance at lessons using the established procedures. The tutor or HOY may place pupils whose attendance is poor on an attendance report, setting them targets for improvement. Tutors report to parents on attendance each week through the Student Planner. There should be no unexplained absences.

3. Responsibility and Management

Heads of Year, Heads of Faculty are responsible for implementing and monitoring the system.

4. Lateness

i) Students are late if they arrive after 08.50 for the morning session or 13.50 for the afternoon session. Students who are late for the morning session will be checked by the Attendance Officer who will provide the student with a late slip and be expected to attend a lunchtime detention. Failure to attend will result in a longer after college detention. Students will not be admitted to lessons without a late slip.

5. Leaving the College Premises

i) Students must not leave the college premises without the signed permission of a member of the Senior Team.

ii) Students must sign out at the Reception before leaving college for a pre-arranged and authorised appointment and sign in upon their return been provided.

Evaluation

To be carried out by the Assistant Principal and the Attendance Officer.



Ernest Bevin College