

<b>Policy</b>	<b>Attendance &amp; Punctuality Policy (Curriculum 9-5pm) SS 6</b>
<b>Document owner</b>	<b>Head of Quality</b>
<b>Date first implemented</b>	May 2020
<b>Date last reviewed</b>	Oct 2020
<b>Date of next review</b>	Oct 2022
<b>Date governor-approved</b>	Oct 2022
<b>Associated documents</b>	Attendance & Punctuality Procedure
<b>Reference documents</b>	-
<b>Initial reviewing body</b>	Learning and Quality Group
<b>Final approval body</b>	Standards & Effectiveness Committee
<b>Published on website</b>	Yes

<b>Purpose</b>	<p>The purpose of this policy is to support College staff and parents and carers to encourage full attendance and punctuality.</p> <ul style="list-style-type: none"> <li>➤ To ensure that parents / carers / residential staff are aware of attendance / punctuality concerns.</li> <li>➤ To work with the multidisciplinary team and other appropriate agencies to support good attendance &amp; punctuality.</li> <li>➤ To record and monitor attendance and absenteeism and apply appropriate strategies to manage these.</li> <li>➤ To ensure a consistent approach throughout the College.</li> <li>➤ To improve attainment and achievement of students through improved levels of attendance and punctuality.</li> </ul>
<b>Scope</b>	The Attendance & Punctuality Policy applies to all students.
<b>Definition</b>	<p><i>[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices.”</i> <i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College’s ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

### **1. Attendance responsibilities**

- Parents/carers are encouraged to support their young person to attend College (parents/carers have a legal responsibility for ensuring that their young person attends College up to the age of 19).
- Whilst resident at Derwen the staff support regular and timely attendance to registered sessions.
- College staff, parents and carers should ensure that students arrive at College on time, properly attired, with correct equipment / devices ready to learn.

#### *Derwen College will:*

- Record and monitor attendance, punctuality and absence during timetabled programme during term time, not including evening and weekends.
- Use electronic registration system to record and monitor attendance of all lessons during the college day to ensure the safety and welfare of all students. Each student attendance will be logged in accordance to electronic registration procedure
- Record and monitor the punctuality of all students and follow up where necessary.
- Maintain strong cross communications to inform and support parents and carers regarding attendance.
- Work closely with appropriate agencies and services where there are concerns regarding attendance.
- Help to support, identify and resolve any issues which prevent full attendance at College.
- Report any student who is absent from college for two weeks or more to the commissioning local authority.

### **2. Reporting Unplanned Absences**

Unplanned absences should be reported promptly, in line with the A&P Procedure.

### **3. Holidays and Exceptional Leave of Absence**

The College may grant agreement for holidays or for exceptional leave of absence during term time, in line with the A&P Procedure.

#### *Reasons for requesting an exceptional leave of absence include:*

- Family holidays
- Acute illness
- Medical appointments/ other appointments – that cannot be arranged outside term time.
- Days of religious observance
- Exceptional circumstances, such as bereavement, graduation or marriage of immediate family member e.g. sibling or parent
- Seeing a parent who is on leave from the armed forces
- Problems with transport (confirmed with provider of this service)
- Competition participation

### **4. Staff responsibilities for managing and monitoring attendance and punctuality**

This requires a whole organisational approach. Every member of staff at Derwen College has their role to play in ensuring students regularly attend and are punctual to all their sessions. All staff have a responsibility to support and remind students to be on time to session.