Policy	Attendance & Punctuality Policy (Curriculum hours only) - SS06
Document owner	Head of Quality
Date first implemented	May 2020
Date last reviewed	November 2023 (amended 18.10.2024)
Date of next review	November 2026
Date governor-approved	November 2023
Associated documents	Attendance & Punctuality Procedure (Parents/Carers) Attendance & Punctuality Procedure (Students) Missing Student Procedure Safeguarding Policy Multi-Disciplinary Team Meeting Policy Multi-Disciplinary Team Meeting Procedure
Reference documents	-
Initial reviewing body	Curriculum & Quality Group
Final approval body	Director of Learning & Curriculum Development
Published on website	Yes

Purpose	To guide staff and parents/carers on the College's approach to student attendance and punctuality specifically in relation to their funded curriculum.
Scope	The Attendance & Punctuality Policy applies to all students, and to parents/carers where relevant.
Definition	*[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."* *Derwen College Equal Opportunities Policy* 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. 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.

Attendance responsibilities

Parents/carers have a specific responsibility to ensure that their young person attends College for the full curriculum hours, either owing to the student's age when 16-19, and/or owing to the contractual agreement with the local authority and other bodies that fund their placement.

Staff will provide appropriate support for students' regular and timely attendance at curriculum sessions.

Staff can encourage but are not permitted to enforce attendance or punctuality should a student refuse. However, this will be monitored closely and followed up in line with the Attendance & Punctuality (Students) Procedure.

Parents/carers of day students should ensure their young people arrive at College on time, properly attired, with correct equipment / devices, and ready to learn.

Staff will strive to ensure that students attend their curriculum sessions punctually, properly attired, with correct equipment / devices, and ready to learn.

With regard to attendance and punctuality (for timetabled curriculum sessions), Derwen College will:

- Keep appropriate records (usually electronically), and monitor closely *and where there are concerns* liaise with parents/carers as appropriate
- Work closely with appropriate agencies and services
- Help to identify and resolve any root causes, and where there are issues with absence and/or persistent poor punctuality
- Report to the funding local authority and/or Welsh Government in line with their policy

Parents/carers: reporting unplanned absences
Parents/carers should report unplanned absences immediately, in line with the Attendance & Punctuality (Parents/Carers) Procedure.

Reasons for an unplanned absence are:

- Student illness that means they are unable to attend
- Exceptional circumstances, e.g. bereavement of a close family member
- Unexpected travel issues

Parents/carers: requesting exceptional leave of absence

There are only a few acceptable reasons for an exceptional leave of absence. These are:

- medical or other healthcare appointment that cannot be arranged outside scheduled curriculum hours
- a special one-off event involving an immediate family member e.g. sibling or parent, for example a wedding
- days of religious observance
- seeing a parent who is on leave from the armed forces
- competition participation
- death of a family member