

CALLYWITH COLLEGE

Student Attendance Policy

Callywith College is committed to maximising the outcomes for all students and recognises there is a clear link between attendance and outcomes. Any student whose attendance falls below 90% will be supported using the Attendance Management Procedure or the Fitness to Study Procedure.

1.0 Aim:

- To make explicit to all staff, students, and parents/carers our expectations for attendance.
- To promote a consistent approach across the College towards all matters relating to attendance.
- To clarify the roles and responsibilities of parents/carers, and the college with respect to attendance; communicate the legal position with respect to attendance and the categories of absence which are marked as notified.
- To emphasise the need for students, parents/carers and Callywith College staff to work in close partnership to achieve high attendance.

2.0 Responsibilities:

- **Senior Management Team (SMT)** has overall responsibility for ensuring staff and student cooperation in working to maximise attendance for every Callywith College student.
- **Programme Team Leader for Attendance and Behaviour (PTL-A&B)** provides training and advice on implementing the policy and is actively involved in its implementation across the college. Will be involved in decisions to support students and parents/carers to manage more complex attendance scenarios.
- **Programme Team Leaders (PTL)** and/or **Deputy Team Leaders (DTL)** ensure the policy is being implemented correctly within the programme area and offer advice and guidance to staff, students and parents/carers.
- **Lecturers** will monitor and challenge attendance to their classes.
- **Personal Development Tutors (PDTs)** are responsible for monitoring the attendance of every student in their tutor group/s and ensuring this policy is followed by those students where attendance is a concern. Following an unnotified absence the PDT will contact the student and parent/carer the same day, as part of our safeguarding duty.
- **Students** are responsible for their own attendance record and must ensure they register correctly for every session. Students must check their attendance record to ensure it is accurate.
- **Parents/Carers** are responsible for reporting absences and monitoring the attendance record of the young person in their care through the Parent Portal.

High attendance levels are achieved as a result of **all Callywith College staff** working closely together, in partnership with students and parents/carers.

3.0 Expectations:

Callywith College expects all students to have high levels of attendance in line with one of the 6 habits for success – “Turn up”.

Attendance will be monitored regularly, and attendance concerns will be dealt with in line with the Attendance Management Procedure (appendix 1):

Each half term students with:

- **95% +** attendance will be described as having ‘excellent’ attendance and will receive an email congratulating them on their attendance.
- **90 - 94%** attendance will be described as having ‘good’ attendance and will receive an email acknowledging their attendance.

4.0 Type of absence:

Notified absences (Should be notified 24hrs in advance if appropriate)

These will be marked in yellow on the student attendance dashboard.

- Medical or dental appointments (letter/evidence should be provided & arranged out of college hours wherever possible)
- Days of religious observance,
- Absence due to family circumstances (e.g. bereavement)
- Approved external sporting activities or similar.
- General sickness.
- Reason for the absence does not fall into one of the categories of authorised absence above (eg. Holiday).

Unnotified absences: These will be marked in red on the student attendance dashboard.

- No explanation is provided by student or parents/carers.
- Students and parents/carers will receive a text message for each missed lesson requesting that the college is informed of the reason for absence on receipt on the text message. This is part of our safeguarding duty.

5.0 Reporting/Amending absences:

- **Sickness:** Parents/carers should report absences on the College Portal as soon as possible. Students aged **19** or over can report their own absence using the College Portal.
- **Planned Absence:** Advance-notice-of-absence forms can be completed electronically to notify the college of planned absences (see 4.0 above).
- **Amendments:** Parents/carers can update attendance on the College Portal for up to 2 weeks after an unnotified absence is recorded. Students who attend but fail to register for class can request that their attendance is authorised by their lecturer or PDT by speaking to them in person during the same week the absence was recorded.

6.0 Holiday

We strongly discourage holidays being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the student.

7.0 Attendance and bursary support

Student attendance data will be used to determine the allocation of bursaries. For this purpose, the College online attendance system is the only method used for determining a student's eligibility for any bursary support.

8.0 Policy Review

Attendance procedures at Callywith College are monitored and reviewed on a regular basis and the policy is reviewed annually.