



## Attendance and Punctuality Policy

### Introduction

Brockenhurst College aims to provide all its learners with an environment that will help them maintain the highest standards regarding their personal behaviour, so that they are able to make the most of their lives through learning. The College is committed to developing the individual holistically and an important aspect of this development includes the learner taking responsibility for their own learning by meeting clearly defined expectations. Attendance and punctuality are critical parts of these expectations, as high rates of attendance and punctuality are closely linked to successful outcomes for learners.

The College recognises that full attendance and punctuality are key to success. Learners are expected to have 100% attendance at all scheduled sessions and to be punctual in doing so. This expectation covers all sessions identified on the learner's timetable or e-portfolio system including functional skills, GCSE English and mathematics, tutorial, enrichment, blended learning, skills development, and work experience/placement.

### Purpose of this Policy

- To set out the roles and responsibilities of learners, parents/carers, College staff and other stakeholders required to maintain high levels of attendance and punctuality.
- To ensure that all learners and their parents/carers understand the importance of high rates of attendance and punctuality, including for work experience/placement as required by their course.
- To highlight and ensure that all learners understand that failure to attend all learning sessions disadvantages them and negatively impacts on academic success.
- To understand the responsibility of learners to attend where group work and collaborative learning is taking place and the negative impact non-attendance makes to other learners.
- To ensure the College complies with its statutory Tier 4 sponsor licence obligations to UK Visas and Immigration for learners who are subject to immigration control.

### Definitions:

- Attendance means being physically present at the learning session, arriving on time and staying for the duration of the session.
- In exceptional circumstances as directed by the College, attendance may also include attending and participating in online lessons when instructed to do so.
- Being punctual means joining the class at the scheduled start time.

### Expectations of Learners Regarding Attendance

- To attend all timetabled, e-portfolio, or otherwise scheduled sessions.
- To take responsibility for their attendance thereby maximising their learning potential and personal development.
- Where absence is unavoidable, learners should follow the procedures for non-attendance.
- To ensure that all missed work, due to absence from a learning session, is covered and understood at the first opportunity. This includes catching up on any work set and being aware of the deadlines.
- When, in exceptional circumstances, the College directs a learner to participate in an online session, the learner must join this lesson at the scheduled time and participate fully in the session as instructed by their teacher/tutor/assessor.
- Apprentices should meet these same expectations regarding attendance when joining sessions at College. At employer locations, apprentices should follow the rules laid down by the employer.

## **Expectations of Learners Regarding Punctuality**

- To arrive on time for lessons, fully prepared, and to stay for the duration of the session.
- When a sixth form learner is late, the learner should knock on the door and wait outside the room until they are given permission to enter. Learners should then:
  - Join their group/session causing minimal disruption.
  - Apologise for their lateness on entering the classroom.
  - Discuss reasons for lateness with the teacher/tutor/assessor as soon as possible.
- It is not College policy to refuse learners access to lessons on the grounds of poor punctuality. However, on rare occasions it is accepted that the teacher/tutor/assessor may wish to use discretion in this matter, in which case the learner is expected to report to Student Services where they will be seen by the Pastoral and Welfare Manager.
- Apprentices should meet these same expectations regarding punctuality when attending sessions at College. At employer locations, apprentices should follow the rules laid down by the employer.

## **Expectations of Parents/Carers/Host Families/Employers**

- To be fully supportive of the College's high expectations regarding attendance and punctuality.
- To support the College and its learners by avoiding holidays during term time and, where possible, minimising all other authorised absences, for example medical appointments.
- To follow Brockenhurst College's attendance procedures by informing us immediately when a learner is unwell and unable to attend College. You can do this either by:
  - Leaving a telephone message on the automated attendance line **01590 625530** stating the learner's name, date and reason for absence.
  - Emailing [attendance@brock.ac.uk](mailto:attendance@brock.ac.uk) or [apprenticeships@brock.ac.uk](mailto:apprenticeships@brock.ac.uk).
- To respond to requests for meetings or further discussion when requested by College staff.

## **College Responsibilities**

- The College will keep parents/carers/host families/supporters (including employers) of learners who are under 19, or considered vulnerable, informed of a learner's attendance through:
  - Regular progress reports.
  - Live attendance information available through the Parent Portal.
  - Weekly attendance emails where absences have been recorded.
- The Senior Leadership Team will provide a framework for high expectations regarding attendance and punctuality and promote a culture across all staff at the College of following up concerns when they arise, in a timely and supportive manner.
- Teachers, tutors and assessors will take registers for timetabled activities in a timely and accurate manner.
- Teachers, tutors and assessors will monitor their individual learners' attendance and punctuality using the College electronic system on a regular basis.
- Teachers, tutors and assessors will raise concerns regarding attendance and punctuality at the earliest opportunity with learners and their parents/carers through the College's Cause for Concern process.
- Teachers, tutors and assessors will provide support and guidance to learners with issues regarding attendance and engagement.
- College leaders will communicate expectations regarding attendance and punctuality to parents and learners at the start of each academic year, and on an ongoing basis, through:
  - Induction presentations
  - Parent Guide
  - Parental welcome events
  - The Parent Portal
  - Periodic communications and reminders via email where appropriate
- College leaders will monitor attendance data in aggregate for groups of learners and use this information to track attendance and punctuality and hold staff to account.
- The College will comply with the monitoring and reporting requirements of external organisations such as UKVI, local authorities who are monitoring learners on Education Health and Care Plans; awarding organisations.
- Personal tutors (or equivalent for Higher Education and Apprenticeships) will have access to

regular timely reports on attendance and punctuality, and they will discuss this with the learner at weekly tutorial sessions.

- The College will make higher education learners aware of the financial implications for failing learning outcomes through non-attendance.

### **Absence Recording and Long-term Absence**

The College may record an absence as being authorized or unauthorized. The College may use subcategories of presence/absence in lessons to better understand patterns in relation to attendance and punctuality. If a valid reason for absence is not given, the College will treat an absence as unauthorised.

Any long-term absence will be addressed by curriculum staff through the College's Cause for Concern Policy and Process. In such cases, the College will seek to meet with the learner and their parents/carers to support them in getting back on track.

If a learner has a serious medical condition which leads to extended absence, they will be supported to keep up with their studies as far as possible by teachers/tutors/assessors. If it becomes unviable for a learner to complete their study programme, due to ongoing health issues, the tutor and other curriculum/pastoral staff will meet with the learner to discuss the issue further in line with the College's Fitness to Study/Fitness to Practice policy and Cause for Concern Process.

The College is required to comply with Educations and Skills Funding Agency rules and regulations. Learners who have been absent from lessons and have not engaged in learning for a period of 4 weeks or more may be withdrawn due to funding rules.