

Attendance, Punctuality and Engagement Policy

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1.0 Introduction

The Lighthouse Learning Trust is committed to providing an excellent learning environment for all its students. To ensure that students can make the most of their educational opportunities, attendance plays a vital role. The Trust aims to foster a culture of regular attendance and punctuality.

Attendance is crucial for academic success and personal development. Regular attendance enables students to fully engage with the curriculum, benefit from valuable classroom interactions, and access the support and resources available. It also helps students develop essential time-management and discipline skills, which are vital for their future endeavours.

2.0 Purpose

The policy aims to establish the following:

- To highlight and ensure that all students understand the importance of attending and engaging with all lectures and learning opportunities, including work experience/placement as required by their course.
- To highlight and ensure that all students understand that failure to attend a lesson or learning opportunity disadvantages them and negatively impacts on academic success.
- To understand the responsibility of students to attend where group work and collaborative learning is taking place and the negative impact non-attendance makes to other learners

3.0 Definitions

Attendance – means being physically present at the lesson or learning opportunity, arriving on time and staying the duration of the session.

Punctuality – means arriving on time for learning opportunities, fully prepared and ready to learn.

Engagement - means to be committed to and interacting with learning opportunities behaviourally, emotionally and cognitively.

4.0 Policy Statement

Attendance refers to the planned hours spent on College programmes, and this can be categorised as lessons, Upskill sessions, Enrichment sessions, Extended Learning sessions, or work placements. All of which will be specified on the students timetable or session plan.

Regular and consistent attendance at College is expected and is critical to any student's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the student's programme of study and the College will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. Therefore all attendance will be fully monitored throughout the study programme.

It is good practice for sponsors and those with a vested interest in the student's achievement to be informed of persistent student absenteeism and this will be undertaken unless an alternative arrangement has been discussed and agreed with the personal tutor.

In respect of Further Education full time learners, ESFA funding is directly related to attendance and is monitored on a termly basis. Each case of absenteeism is different and will be treated individually. The College accepts the many causes of absenteeism exist and will work closely with learners on an

individual basis to best address the needs of each learner.

5.0 Expectations of students

- Students will attend 100% of timetabled or booked learning activities including work experience, one to one meetings, maths, English, Upskill sessions, enrichment, Extended Learning activities and core lessons.
- Students will arrive on time and stay for the duration of the session.
- Students will arrive ready to learn, bringing any equipment, PPE or materials required.
- Student will complete any pre-learning or prep work required before the start of the learning activity
- Students will participate and engage with all learning activities as directed by staff.
- Students will engage with the learning objectives and schedule of the programme, including handing in work on time.
- Students will communicate concerns or issues they have regarding any learning activities via their tutor
- Students will take part in unit/module and course evaluations, to enable positive reflection to take place.
- Students will highlight any learning needs they have to the College at the earliest opportunity to ensure the correct support can be put in place for them.
- Students will make themselves aware of learning opportunities by accessing the appropriate virtual learning space for their programme
- Students will use the Learning Resource Centres (LRC) and Extended Learning Activities to further support their studies.
- Where absence is unavoidable, the student will notify the College before the start time. Attendance would not be expected to fall below 90% for any unit/module.
- Where absence is unavoidable for work experience/placement, the student will notify both the careers team and placement/work experience mentor/supervisor (please refer to the work experience/placement handbook). Notification should happen before the start time. It is expected any missed hours will be covered at the first opportunity, in negotiation with the placement supervisor/mentor
- It is the student's responsibility to ensure all missed work, due to absence from a lesson or learning activity, is covered and understood at the first opportunity.

6.0 Responsibilities of the College

- The College, will monitor attendance and interventions will take place where students are not meeting the required level of attendance.
- All staff responsible for completing a register will complete the register within the first 10 minutes of the session. This is key to enabling the monitoring and management of attendance.
- All staff will record on Promonitor any issues or concerns regarding attendance and discuss with the student
- The College will, where possible and appropriate, support in breaking down barriers to attendance. Staff will provide support and guidance to students with issues regarding attendance and engagement; this may include contacting other specialists and support.

- The College will work in partnership with parents/carers where there is parental responsibility and the College has consent to share.
- The College will comply with the monitoring and reporting requirements of external organisations such as UKV1, professional, regulatory, statutory bodies, and awarding bodies.
- Data collected regarding attendance will be stored and used in compliance with the Data Protection Act. Please refer to the Trust's Data Protection Policy for further information.

7.0 Monitoring and Reporting Attendance

The Lighthouse Learning Trust will maintain a robust attendance monitoring system. Each student's attendance will be recorded daily, and parents/guardians will be promptly informed of any unexplained absences through established communication channels. The Trust will also closely monitor patterns of absence and take appropriate action to address any attendance concerns.

8.0. Punctuality

All students are required to register their attendance in each scheduled session or class. Punctuality is equally important, and students are expected to arrive on time for all lessons and college activities. Lateness can disrupt the learning environment and will be addressed in accordance with this policy.

9.0. Authorised Absences

The Lighthouse Learning Trust recognizes that there may be valid reasons for absences, such as illness, medical appointments, or exceptional circumstances. In such cases, parents/guardians are required to inform the college as soon as possible and provide appropriate evidence for the absence. The college will consider these as authorized absences.

10.0 Unplanned Absences

In cases of unplanned absences, such as sudden illness, parents/guardians are expected to inform the college on the day of absence. Failure to provide a reason for the absence may result in the absence being recorded as unauthorised.

11.0 Unauthorised Absences:

Absences that are not authorized or not supported by sufficient evidence will be classified as unauthorised. Repeated unauthorised absences will be addressed through appropriate interventions and may lead to formal disciplinary actions.

12.0 Support and Interventions:

The Lighthouse Learning Trust is committed to supporting students in maintaining excellent attendance. Supportive measures may include counselling, mentoring, or involvement of the student's welfare officer. The college will work closely with students and parents/guardians to identify and address any barriers to attendance.

13.0 Rewarding Good Attendance

The Trust will implement a system to recognise and reward students with exemplary attendance records. This may include certificates, commendations, or special privileges to incentivize and reinforce positive attendance behaviours.

14.0 Review and Improvement

This attendance policy will be regularly reviewed to ensure its effectiveness and compliance with relevant laws and regulations. Feedback from staff, students, and parents/guardians will be considered in the review process to continuously improve the policy.

By implementing this attendance policy, the Lighthouse Learning Trust aims to create a positive and supportive learning environment that encourages students to attend college regularly and achieve their full potential.

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