



# Attendance Policy

## Further Education and Apprenticeships

<b>Document title:</b>	Attendance Policy – FE and Apprenticeships
<b>Audience:</b>	Students in Further Education and Apprenticeships
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<b>Approved by:</b>	Senior Leadership Team
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<b>Document Owner</b>	Assistant Principal Student Services
<b>Equality Impact Assessment</b>	
<b>Student Friendly Version</b>	Yes

### Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)
1	Updated		Restructure
2	updated		Amendments to procedure

### Monitoring and review

This policy will be reviewed by the Senior Leadership Team every three years.

## Purpose of the Policy

The purpose of this policy is to ensure that students are at the heart of everything we do, therefore 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 that students are disengaged with their programme of study and the college will try as far as possible to ensure that students remain fully engaged and succeed on their programme. Therefore, all attendance will be fully monitored throughout the programme of study.

The College will:

- Encourage support for our students' success from parents, carers, employers and sponsors and it is good practice for parents, carers and/or employers and sponsors to be informed of regular student absence from college.
- Support a relentless focus on continually improving students' attendance and punctuality.
- Investigate the many causes of absenteeism and will work with students on an individual basis to best address the needs and wants of each student.
- Acknowledge the impact of caring responsibilities for Young Adult Carers and therefore will ensure that strategies are implemented in departments to minimise the disruption to their education and support them to achieve their goals.
- Work to develop positive behaviours towards attendance and punctuality which will begin during induction period and will be reinforced throughout their learning journey.

All students should aim to have 100% attendance and punctuality, which will:

- Improve their retention, achievement and success
- Increase the potential for achieving higher grades
- Increase their progression opportunities
- Prepare them better for the world of work
- Strengthen their employability skills and projects
- Increase their future earnings potential.

## Monitoring and evaluation

Processes for attendance and punctuality monitoring will be continually reviewed and adjusted where necessary to ensure compliance with the Bradford College Strategic Plan.

## Related documents

**Appendix 1:** Barriers to good attendance and Punctuality

**Appendix 2:** Strategies to improve attendance and punctuality

**Appendix 3:** Guidance for register mark up

Attendance procedure

Personal Development policy

Safeguarding Policy

Adverse Weather policy

Work Experience policy