Attendance Procedures

Further Education and Apprenticeships

Document title:	Attendance Procedures: Further Education and Apprenticeships
Audience:	All FE/Apprenticeship Staff and Students
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Approved by:	Senior Leadership Team
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Document Owner	Vice Principal Quality, Learning & Teaching
Equality Impact Assessment	Yes
Student Friendly Version	Yes

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)
2	Updated	July 2023	Accountabilities and procedures updated

Monitoring and review

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

Purpose

These procedures outline the clear expectations of the college in relation to achieving high attendance and participation for all further education students and apprentices.

The college understand the diverse challenges to active participation faced by many of its students and apprentices. It is committed to working with each individual to remove barriers to participation and to ensure all students and apprentices attend their programme of study.

In support of this, the college is transparent about the expectations it has for staff and students.

Responsibilities

The Vice Principal, Quality, Learning & Teaching will:
- Draft and disseminate the policy and procedures relating to attendance
- Set clear targets for all cohorts relating to attendance
- Implement strategies to ensure that learning & teaching is highly engaging and encourages participation
- Challenge, with support, curriculum managers to implement impactful strategies to reach attendance targets

The Vice Principal, EDI & Student Experience will:
- Ensure that the college community have a deep understanding of the impact of barriers to learning on student and apprentice attendance
- Ensure that student support services work with curriculum to address barriers to learning
- Ensure that the impact of disadvantage on individuals' ability to readily participate are understood and addressed; working with stakeholders, families and external organisations as appropriate
- Ensure that the Induction and Personal Development programmes support students' understanding of the importance of good attendance for success and progression.

The Vice Principal, Curriculum will:
- Ensure that the curriculum meets the needs of learners, stakeholders and the community
- Ensure that the importance of attendance, together with other non-perishable skills, sits at the heart of the curriculum offer.

The Chief Information Officer will:
- Ensure that register marking processes support data reporting and audit activity
- Ensure that student transfer and withdrawal processes are clear and support data reporting and audit activity.

The Head of Department for Information Systems will:
- Ensure that accurate and timely data reporting is available to support the monitoring of student attendance
- Utilise reporting systems to support impactful attendance strategies

The Heads of Curriculum Departments will:

- Ensure that departmental expectations regarding attendance are clearly documented and communicated to all staff
- Ensure absence is challenged and impactful actions put in place to support improvement
- Ensure that students are welcomed into an inclusive and positive learning environment
- Ensure that expectations regarding attendance are clearly communicated and reiterated to students throughout their programme of study/apprenticeship
- Ensure that all registers are marked within the session to provide an accurate and timely record of attendance and punctuality
- Ensure that all students have individualised attendance targets in place and these will be monitored through student progress reviews
- Ensure that persistent absence is addressed through disciplinary procedures
- Ensure that the department regularly engages with the English & Maths tutors to monitor overall study programme attendance, taking overall accountability for a student's attendance profile
- Ensure that resources are available for students to continue their studies during periods of absence
- Ensure that excellent attendance is recognised and celebrated.

The Head of Maths and English will:

- Ensure that any absence is challenged and impactful actions put in place to support improvement
- Ensure that expectations regarding attendance are clearly communicated and reiterated throughout the programme of study
- Ensure that all registers are marked within the session to provide an accurate and timely record of attendance and punctuality
- Through close liaison with vocational tutors, ensure that individual student attendance in English and Maths classes does not drop more than 5% below attendance in vocational classes
- Ensure that staff are quick to identify students at risk of persistent absence, engaging with the curriculum departments as required
- Ensure that resources are available for students to continue studies during periods of absence and that the success centres provide additional support to students at risk of failure
- Ensure that excellent attendance is recognised and celebrated.

The Head of Quality will:

- Ensure that attendance levels and improvement strategies are reviewed within the scope of the Quality of Education Review process
- Ensure that programme leaders are supported to articulate their approaches to addressing poor attendance
- Audit the timeliness of strategies deployed to address poor attendance
- Ensure their department is actively monitoring attendance across curriculum areas to identify risk
- Support the effective dissemination of best practice regarding improving attendance.

Programme Leaders/Assessors will:

- Clearly and consistently outline the expectations for attendance to all students
- Be accountable for contacting students and their support networks to address the root causes of poor attendance – utilising attendance and intervention staff as appropriate
- Work with Student Services to arrange additional support for students as required
- Monitor the attendance of all students/apprentices – identifying those at risk of disengagement and proposing actions to address this risk in a timely manner
- Set personalised attendance targets for all students/apprentices and monitor progress towards these through student progress reviews
- Utilise, as necessary, the college's disciplinary procedures in the event of persistent absence
- Take an innovative approach to addressing poor attendance and celebrating excellence – sharing impactful strategies within the department as appropriate.

Students/Apprentices will:

- Attend all scheduled classes, tutorials, work placements or employment on time.
- Follow their departmental processes for reporting absence in a timely manner.
- Take responsibility for liaising with teachers/assessors in order to catch up with missed work.
- In the event of lateness, enter the learning space quietly and without disruption and provide a reason for lateness to a member of teaching staff at the end of the session.

Monitoring and evaluation

These procedures are supported by a suite of guidance documents. The college works with partners across Bradford schools, the local authority and other stakeholders to adjust guidance in accordance with research and best practice as required. The impact of the attendance procedures is monitored through quarterly performance review meetings and Quality of Education Reviews.

Related documents

Attendance Policy – Further Education and Apprenticeships
Personal Development Policy
Safeguarding Policy
Disciplinary Policy
Guidance for Register Marking
Attendance Strategies: A Guide