

# **14 – 16 College Attendance & Punctuality Policy**

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## **Aim of the Policy**

The aim of this policy is to provide clear guidance to students, parents, staff and other stakeholders about the expectations of the 14 – 16 College with regard to the management of student absence from college.

### **The expectations we have of students:**

All students within Hugh Baird 14-16 College are expected to maintain consistent, high standards. This includes:

- Being on time and attend all timetabled sessions, each day
- Complying with LATE arrival procedures – signing in at the 14 – 16 college office if late.
- Maintaining an excellent learning environment for others and to demonstrate excellent behaviour at all times

### **The expectations we have of staff:**

- Staff will ensure that the attendance policy is followed consistently
- Student absences will be reported to the administration team promptly
- All staff must ensure there is no differential application of the policy on any grounds, particularly ethnic origin, culture, religion, disability or sexuality

### **The expectations we have of Parents/Carers:**

- We will work with Parents and Carers to maintain high standards and to take responsibility for regular attendance and punctuality of their child.
- As a reminder, the standard 14 – 16 College day from September 2017 will be from 9am – 3.00pm with additional classes for exam preparation and revision from 3.00 – 4.0pm.

### Attendance and Punctuality Statement

- The aim of this statement is to reinforce Hugh Baird's commitment to improving the student experience by facilitating a supportive and collaborative learning environment which seeks to engage students in the learning process.
- The assumption is that student's attendance and punctuality will be as close to 100% as possible. However, it is understood that on occasion, a student may not achieve 100% attendance or punctuality. If there is an issue that may impact on attendance and punctuality, please contact the 14 – 16 College to discuss this with one of the Leadership Team (0151 353 4567)
- The 14 – 16 College has an annual attendance target and therefore each individual subject needs to contribute towards that. Failure to meet attendance or punctuality targets in any subject may result in a verbal warning for the student under the 14 – 16 College's disciplinary process, the loss of a travel pass and any educational visits or activities as organised by the 14 – 16 College.
- Attendance will be monitored by the 14 – 16 College and actions put in place to improve this where a student falls short of expectations.

#### ***By attendance, we mean:***

- *Every student is expected to attend all their classes on time and to take part in all the activities as directed by the tutor or teaching and learning assistant.*

#### ***By Punctuality, we mean:***

- *Every student is expected to arrive at College on time each day and to be ready to start each class at the designated start time*

### Procedure to be followed by all Parents/Carers:

- If a student is going to be absent from College, the Parent/Carer must contact the college between 8.30 and 9.00 am on the day of the absence.
- The direct line for the 14 – 16 College is: 0151 353 4567
- Please ensure all medical appointments are made outside of college hours.
- If a student is absent for three consecutive days or more, the parent/carer will be expected to provide medical evidence for the absence. This will enable the College to allocate authorised absence on the register. This will not impact on the student's attendance.
- Parent/carers should ensure that college has appropriate contact numbers available to allow college to follow up unexplained absences. We need to let you know if your child is absent. ***This is to ensure the safety of your child.***

### Holidays

- Holidays should be only taken during college holiday periods.
- Applications for term time holidays are strongly discouraged, are unlikely to be approved and may result in a fine. We will refer all students who take term time holidays to the Local Authority to issue a fine.
- However, if you wish to make an application for a term time holiday, the request must be put in writing and addressed to:

**The Director of the 14 – 16 College  
Hugh Baird College  
Balliol Road  
Bootle  
L20 7EW**

### Please note:

Any holiday applications must be made at least one month before the holiday. If the request is allowed, we will then provide work for the student to complete whilst absent.

### Procedure to be followed by all staff

- If a student is absent at any class, their names must be passed to the 14 – 16 College Learning Mentor on completion of the register. The register is completed at the start of the class.
- The Learning Mentor will contact the parent/guardian of the student the same day, to establish the reasons for the non-attendance.
- The reason for absence will be shared with all relevant staff by email.
- If absences become frequent – more than on 3 occasions, the Personal Tutor will contact the family to discuss and to agree how to improve attendance. The outcome of this conversation may mean that further action (such as disciplinary procedures) is required
- If no contact can be made with an absent student then a home visit will be planned to establish the whereabouts of the child and the reason for non-attendance.

### Penalty notices for non-attendance

- Regular and punctual attendance at school/college is both a *legal* requirement and essential for pupils to maximise their education opportunities.
- Legal action in courts may be used to improve attendance when parents/carers have failed to make sure of their child's regular attendance at the 14-16 College or any alternative provision.
- If your child fails to attend the 14 – 16 college satisfactorily and achieve the minimum standard of attendance (90%), he/she will be action planned and monitored. If the attendance does not improve over the next 15 College days, then we will issue a warning letter and inform Sefton Local Authority. The Local Authority will be asked to commence legal action following a trial period of 15 days to improve attendance.
- **Please note:** If a student's attendance falls below 90% and they have been issued with a travel pass means that they will not receive a new pass for the next term until attendance rises to 90% or higher.

**The circumstances in which a penalty notice for absence may be issued include:**

- On-going absence where the parent fails to make the child attend College
- Unauthorised leave of absence during term time
- Persistent late arrival – this means more than 5 times in a half term period
- Truancy – unexplained absence including missing classes during the college day

**Legal procedure:**

- Where attendance is a cause for concern, we will refer the student to the Local Authority. They will issue a formal warning letter and the student will then have the opportunity to improve attendance over the next 15 school days.
- If there is no improvement over the 15 days, the College will make a 'Request for Issue of a Penalty Notice' to the Local Education Authority in Sefton under Section 444a, Education Act 1996. A fine will be issued and if unpaid or repeated, the matter will then be handed over to the law courts.

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