



Cheshire College
South & West

Learner Attendance Management Policy

Key Information	
Policy Reference Number	CCSW – LAA
ELT Post Responsible for Updating and Monitoring	Vice Principal - Innovation, Curriculum and Quality
Published on Website	Yes
Date Approved by ELT	24 August 2021
Date Approved by Governor's Committee	14 October 2021
Date of Next Policy Review	31 October 2023

1 Aim/Scope

- 1.1. The College is committed to achieving a high level of learner attendance because it is vitally important for the attainment, life chances and employment prospects of our young people.
- 1.2. Attendance at all lessons, events and activities as directed by the College is critical in helping learners achieve their full potential and to serve this purpose the policy should also be read in conjunction with the Learner Mental Health and Well-being and Fitness to Study policies which all provide supportive mechanisms for success.
- 1.3. The task of monitoring, challenging and tackling poor attendance is that of everyone responsible for each individual learner i.e., the lecturer, the Personal Development Tutor (PDT), the Progress and Engagement Coordinator and College Managers.
- 1.4. The term learner is used throughout this policy and any applying appendices, the term incorporates FE learners, adult learners, A Level learners and apprentices. HE students should refer to the [HE website](#).

2 Expectations and Responsibilities

- 2.1 All learners are expected to attend all lessons, College organised events and learning activities, including work experience placements.
- 2.2 It is the responsibility of the learner to inform the College of any known reason for absence in advance of the absence. Failure to do so can result in the absence being permanently unauthorised.
- 2.3 It is the responsibility of the learner to inform the College on each day of illness. All absences due to illness should be reported before 9.00 a.m. via the College Absence App.
- 2.4 It is the responsibility of the parent/carer to inform the College of any extended period of absence using the College absence telephone line.
- 2.5 Parents/Carers are encouraged to contact the PDT if they are aware of any factors that impact on their child's ability to attend College. The College will provide appropriate help and support, in conjunction with the parent/Carer, to minimise any disruption to study.
- 2.6 To enable rigorous monitoring of attendance, it is the responsibility of the lecturer to ensure all registers are completed within the first fifteen minutes of a lesson.
- 2.7 It is the responsibility of the College to accurately record and monitor learner attendance/absence and to communicate concerns with both the learner and parent/carer in a timely manner.

3 Self-Certification

- 3.1 All learners are expected to maintain excellent attendance in all classes. In cases where an absence is unavoidable, the learner can self-certify their absence using the College absence app. Providing the absence is due to a category listed below, authorisation can take place without any further need for evidence.
- 3.2 Learners can use the Absence App to self-certify their absence up to a maximum of 4 days per term.
- 3.3 Absence authorisation is anticipated to be by exception for individual learners. Where a learner self-certifies an absence on 4 days or more in the term, the Progress and Engagement Officer will evaluate the learners' circumstances with the Personal Development Tutor (PDT) and Assistant Director as appropriate.
- 3.4 Parents wishing to report an absence are advised to call the College absence line. Providing the absence is due to a category listed below, authorisation can take place without any further need for evidence.

4 Reason for Absence

- 4.1 Any learner who is taking part in a college residential, educational visit organised by the College, attending a College examination, on work experience or undertaking self-study will be marked on the register accordingly. The learner is not required to submit a request for authorised absence.
- 4.2 Where the correct reporting procedure has been followed the following reasons for absence will be recorded as authorised.

Reason	Notification period	Person
Extended Illness which is confirmed by a parent/carer*	As appropriate	Parent/carer
Where time at home or in hospital to recover from a more serious illness or an operation is required*	In advance	Parent/Carer
In situations where a learner has caring responsibilities for a family member that may well affect attendance on their course and all reasonable adjustments have been implemented	In advance	Parent/Carer
A religious holiday	In advance	Learner
Jury service	In advance	Learner
Attendance at a family funeral	In advance	Learner
University visit or career/job interview	In advance	Learner
Representing the College or self at a regional/national level in a sporting event	In advance	Learner
Attendance at a probation meeting or court if notified in advance.	In advance	Learner
Driving test	In advance	Learner
Absence that is because of disability as defined by the Disability Discrimination Act **	As appropriate	Learner
Medical or dental appointments that cannot be arranged outside class time	In advance	Learner
Single instances of self-certified illness (max 4 per-term)	On the day – before 9.00am	Learner

(Table 1: Reasons for authorised absence)

- 4.3 *Where time is required away from College by agreement with the PDT and Assistant Director ongoing contact must be recorded on ProMonitor to provide audit evidence.
- 4.4 **Any absence as a consequence of disability will be reviewed by the PDT and the learner's Inclusive Learning Advisor (ILA) to ensure appropriate mitigations and support are in place.
- 4.5 In exceptional circumstance, an absence not listed above may be authorised by the Assistant Director, details must be recorded on ProMonitor and the PDT informed.
- 4.6 The following reasons **are not considered** valid for the purposes of attendance monitoring. This list is not exhaustive.
- Holidays during term time
 - Job commitments
 - Leisure activities
 - Family and other celebrations
 - Babysitting
 - Shopping
 - Driving lessons
 - Opticians appointments
 - Employer's busy period

5 Recording and Monitoring Lateness

- 5.1 Learners are expected to arrive promptly for all classes. Learners who arrive more than five minutes after the start of a lesson must be marked as late. Persistent lateness must be challenged in the first instance by the lecturer, and if necessary, dealt with through the learner disciplinary process.
- 5.2 It is the responsibility of all learners to plan a suitable amount of travelling time. For example, if travelling by bus they should ensure that they are at the identified pick-up point at least 5 minutes before the service is due.

- 4.1 If the College bus does not arrive on time the learner should initially contact the transport company to confirm if the service is running or late (*contact details on bus pass*) preferably before leaving the pick-up point.
- 4.2 Learners should attend lessons as soon as they arrive on campus – they will receive a ‘late’ mark on the register.
- 4.3 Learners who arrive after the register has been completed must ensure the lecturer changes the register mark from absent to a late mark before leaving the classroom.

6 Absence Reporting and Management

- 6.1 Please refer to *table 1* for the classification of authorised absence. Any reason other than those listed in the table will not be a valid reason for absence.
- 6.2 Learners can self-certify a maximum of 4 individual absences per term. The Progress and Engagement Coordinator will closely monitor self-certified absences from the first notification and will liaise with the PDT and Be Safe teams to ensure all absences are genuine and to confirm there is no known safeguarding risk.
- 6.3 Learners who do not self-certify an absence will receive a text message reminding them to attend their next lesson.
- 6.4 Learners who are absent for more than 1 lesson on any given day will receive a reminder to self-certify their absence before the end of the day.
- 6.5 The Progress and Engagement Coordinator will closely monitor all un-certified absences and contact learners where possible or parents/carers if appropriate. PDTs will also be alerted to learner absences.
- 6.6 The Progress and Engagement Coordinator will be alerted to any learner who does not attend lesson 1 on day 2 of an un-certified absence and will liaise with the PDT and Be Safe teams to contact the learner and confirm there is no known or new safeguarding risk.
- 6.7 Any learner who regularly does not contact the College to report an absence will be contacted at home and their parents/ guardian advised of the absence concerns.
- 6.8 The Progress and Engagement Coordinator, the PDT team and the Be Safe team will use ProMonitor to record appropriate information relating to learner absences. Where safeguarding concerns are identified these will be recorded within CPOMs software.
- 6.9 The reasons for self-certification and the number of instances will be recorded on the PDT Dashboard to ensure all information is accessible. All information will be used to identify learners at risk of leaving college or failing the course.
- 6.10 Subject lecturers should continue to complete ProMonitor to record the impact of the absence and actions taken to support the learner. It is important that subject lecturers work closely with the pastoral team to challenge learner punctuality and/or attendance.
- 6.11 Attendance is a Key Performance Indicator for the College. The PDT Coordinator and the Participation and Learning Services Manager will monitor attendance data on a daily and weekly basis. Where concerns are identified within Curriculum areas a meeting will be arranged by the Learning Services Manager with the Assistant Director for the area.

7 Absence During the College Day

- 7.1 Should a learner need to leave for exceptional circumstances within a College day, they should notify their Assistant Director before leaving the premises.

- 7.2 The Assistant Director will inform the Faculty Administrator who will record the reason and authorise the absence. In these cases, the Faculty Administrator will ensure that the parent/guardian is notified before the learner leaves the premises and take the necessary steps to ensure the safety and wellbeing of the learner.

8 Managing Poor Attendance

- 8.1 At Cheshire College South and West all learners are **expected** to have attendance of at least 95%. Learners with attendance below 95% will be closely monitored and learners with attendance below 90% will be considered to have poor attendance.
- 8.2 The College is keen to ensure all learners are supported to attend all lessons and will do all it can to understand the reasons for non or poor attendance.
- 8.3 It is the responsibility of the PDT team, the PDT Coordinator and the Participation and Learning Services Manager to closely monitor attendance and to meet with the learner when attendance concerns are identified.
- 8.4 Should a learner's attendance become a concern they will be contacted by their PDT to attend a 1:1 meeting where they can discuss the reasons for poor attendance. Learners will be encouraged to discuss the challenges they are facing and to explore strategies to support improved attendance.
- 8.5 Relevant information from the 1:1 meeting will be shared with the curriculum teams so that the learner can be supported to engage with learning.
- 8.6 When meeting with the learner, the PDT will carefully consider the learners fitness to study. Where fitness to study concerns are identified a referral to the Participation and Learning Services Manager will be made who will lead a fuller review.
- 8.7 The PDT will continue to closely monitor attendance and support all learners identified as having poor attendance.
- 8.8 Where attendance does not improve, the PDT can consider initiating the formal College disciplinary procedure.
- 8.9 The PDT Coordinator will review learner progress and records, ensuring clear parental engagement prior to the PDT initiating the formal College disciplinary procedure.

9 Supporting a Learner After a Period of Absence

- 9.1 The College is committed to supporting the learner on their return to College to ensure that they have not been disadvantaged by their absence.
- 9.2 This support may require the learner to attend on their study day or on designated time slots until all missed work is completed.
- 9.3 Materials and activities available to support the above will be made available, often on the College's Virtual Learning Environment or through other means where appropriate.
- 9.4 Regular monitoring and 1:1 meetings by the PDT will take place until the learner and lecturers are confident sufficient progress has been made.
- 9.5 Learner progress and actions will be recorded on ProMonitor.

Appendix I – Process for dealing with learners absent from lesson

