

LINK19 College



ATTENDANCE & PUNCTUALITY POLICY

Reviewed Date: Spring 2023

Review Date: Spring 2025

LINK19 College
Attendance & Punctuality Policy

1. Introduction

Punctuality and attendance are important for many reasons. If a learner fails to attend many of their lessons and placements, they are unable to gain the full value of the course and increase their risk of not achieving or making progress. Poor punctuality and attendance can be an indicator that something is wrong. Difficulties learners may face include personal, social, and economic factors:

- a) personal are defined as those which hinder their ability to arrive on time and commit to attending each session. It may be that they have members of the family to care for, inadequate home support to help prepare them for college, have moved further away from LINK19 College or experience a new or continuing health difficulty
- b) social are defined as those which are created by any other domestic abuse and may be associated to them being placed in a vulnerable situation through harm by others or the misuse of substances
- c) economic can be those covered by financial aspects, such as issues with costs related to travel to LINK19 College, paying for food, clothing, lodgings or rent, or the responsibilities of providing for a family.

If one, or a multiple of these factors identified above, is affecting a learner's ability to fully take part in their chosen course of study, then ultimately, they are at risk of not achieving a positive outcome and may, as a consequence, leave the programme.

LINK19 College's focus is to resolve difficulties causing poor punctuality and attendance, rather than to judge learners based on assumption.

We offer a range of support to learners which can assist or advise with most of the personal, social and economic factors, although, ultimately, the learner has to want to accept the support on offer if they are to continue learning with us.

2. Staff Expectations

Working with the LINK19 College Lead, the Administrative Assistant is pivotal in the daily identification and tracking of learners and all absence reporting will go through them.

Staff are expected to:

- a) Clearly communicate the College's expectation of learners to attend all lessons, in order to maximise chances of achieving qualification aims and desired grades
- b) follow up on all non-attendance which will put in jeopardy the learner's place on the course. If termly attendance falls below 85%, the allocated staff member will follow this up and where no satisfactory explanation is given, a letter will be generated by the LINK19 College Lead and sent to parent/guardian. Causes for concern should be recorded by staff and reported to the LINK19 College Lead for each instance of absence without satisfactory explanation. Where more than three causes for concern relating to attendance have been recorded, the staff member should refer to the LINK19 College Lead to commence the disciplinary process. For clarity, causes for concern trigger a level 1 disciplinary which is dealt with at LINK19 College Lead level. Subsequent attendance concerns will result in a Level 2 disciplinary hearing held by the LINK19 College Lead at which a written warning and behavioural and attendance agreement are put in place. Breach of this agreement will result in a recommendation for withdrawal being made by the LINK19 College Lead to the LINK19 College board who may either sanction withdrawal at this stage (if the breach is clear without any mitigating circumstances), or convene a Level 3 disciplinary, which will likely result in a final written warning, breach of which will result in instant withdrawal
- c) challenge all late comers. Lateness, in minutes, must be recorded in the register. In dealing with issues surrounding punctuality, it is important to be non-judgmental. We may not tolerate poor timekeeping, but we should always be tolerant of learners. We should always bear in mind that learners may often have good reasons for being late but may not want to discuss this in class or with their allocated staff member
- d) ensure that issues related to punctuality/attendance are addressed in tutorials and SMART targets for improvement set and monitored
- e) ensure that lessons start promptly and finish as timetabled and that the required number of hours are delivered
- f) ensure completion of registers accurately on the day
- g) allow late arriving learners into class at an appropriate point, unless there is an exceptionally good reason, for example health and safety concerns in a practical session, whilst challenging and recording this lateness

- h) involve, as appropriate, parents/carers to assist the LINK19 College Lead in addressing concerns with attendance and punctuality, identified through progress review tracking

3. Expectations of Learners

Learners are expected to:

- a) ensure that they attend all lessons on their course and do so punctually
- b) arrive for lessons properly equipped and prepared
- c) contact LINK19 College at least one hour before the commencement of lessons, if they have genuine reasons for lateness or absence
- d) endeavour to keep all appointments including routine health and other appointments out of LINK19 College hours, where possible

4. Methods of reporting unplanned absence

In any case of absence, parents/carers and learners should contact the college either by telephone:

01474 555799 or e-mail: enquiries@link19college.ac.uk

5. Holidays and exceptional leave of absence from LINK19 College

LINK19 College has a policy not to authorise any absences during term-time unless there are very exceptional circumstances. Only in the most exceptional circumstances will the LINK19 College Lead agree to term-time absence.

Where exceptional circumstances exist, learners, their families, parents or carers can request an absence either by writing to the LINK19 College Lead by post or e-mail at

enquiries@link19college.ac.uk

Absence to facilitate a family holiday during term time will not usually be authorised unless exceptional circumstances apply and a written request for absence has been made to and approved by the LINK19 College Lead.

6. Authorised reasons for absence

Examples of authorised reasons for absence include:

- genuine illness
- medical appointments / other appointments – that cannot be arranged outside term time

- days of religious observance
- exceptional circumstances, such as bereavement, graduation or marriage of immediate family members e.g., sibling or parent
- seeing a parent who is on leave from the armed forces
- external examinations
- job interviews

7. Actions

- a) the LINK19 College Lead will monitor the punctual start of lessons through learning walks and formal lesson observations
- b) attendance of all learners is monitored weekly by the LINK19 College Lead
- c) standard letters will be generated via information from registers. (Please refer to appendices for standard letters which can be adapted to suit the needs of the learner.)
- d) regular reports will be generated on a regular basis to determine which learners should receive the relevant letters
- e) LINK19 teaching staff are responsible for informing the Head of LINK19 College if there is a valid reason for the letter not to be sent

APPENDIX 1

Letter 1

Dear

LINK19 College takes the welfare of all its learners very seriously and I note from our records that you have been absent for week(s). I have tried to contact you but unfortunately without success. [If appropriate, add: Your attendance had been excellent up to this point and I would like to congratulate you]

I am concerned and would like to know if you are well and that you are still enjoying your course. I very much want you to continue with your programme and to achieve your qualifications. Your attendance at LINK19 College is obviously especially important if you are to achieve success.

If you unwell or away from LINK19 College for some other reason, I would be grateful if you could let me know. It may be that you are not happy on the course and, if this is the case, I would like to talk with you about this and discuss your options.

As you know, LINK19 College has support services available, and it may be that I could put you in touch with these if that would help. Equally, if you are unavoidably away from LINK19 College, it may be that I could make notes and work available to you, so that you can continue to work from home.

LINK 19 College staff have missed your presence at LINK19 College, and I would be very grateful if you could phone or email me as soon as possible on *** to let me know how you are.

Many thanks

Yours sincerely

Appendix 2

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

**Re «forename» «surname» - «reg»
Attendance «percentage_attendance»%**

I am writing to inform you that «forename» has been late for LINK19 College on «total_lates_both» occasions since the start of this academic year.

Arriving late has a significant impact on your [forename]'s learning and is impacting on their overall attendance.

Persistent late arrival may lead to further action may be taken.

I would like to arrange a meeting with you to discuss how we can ensure that «forename» arrives promptly at LINK19 College. Please contact me to confirm a suitable date and time.

Thank you for your co-operation in this matter.

Yours sincerely

Mr M Francis
LINK19 College Lead

Appendix 3

«salutation»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname» - «reg»

«forename» was absent from college on the following dates and you have not given a reason for «his_her» absence.

«periods_of_absence»

Please could you complete the slip below giving reasons for «his_her» absence and return it to me as soon as possible. If the reason for absence was due to a medical/dental appointment, please provide the evidence. If you do not provide a reason for «forename»'s absence it will be marked as an unauthorised absence.

Thank you for your co-operation in this matter.

Yours sincerely

Mr M Francis LINK19 College Lead

Reason for Absence

«forename» «surname» was absent from college on the «periods_of_absence» because:-

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Signed _____ Date _____

Appendix 4

Dear «Name»

Re: «Pupil's name»

I note with concern that [forenames]'s attendance at LINK19 College has made no significant improvement despite our previous communication. «Name»'s attendance at LINK19 College is currently «Number» % which means they have missed «Number» sessions. or «Number» days. This does have an impact on [forename]'s education which cannot be ignored.

As there has been no improvement in «Name»'s attendance, I must advise you that further absences from LINK19 College as a result of illness will require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card.) If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend a LINK19 College Attendance Meeting. The time and date have been set for «Date» at «Time». It is important that you and «Name» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

«Name»

«Name»

If this appointment is inconvenient, I would be grateful if you could contact me on «Telephone number» so that an alternative time can be arranged.

Thank you for your co-operation.

Yours sincerely

Mr M Francis
LINK19 College Lead

Appendix 5

Dear

Request for leave during Term-Time

..... Attendance %

I have received your request to takeout of LINK19 College for a family holiday between and , a total of..... LINK19 College sessions.

LINK19 College's Attendance Policy states that:

- agreement to each request is at my discretion, acting on behalf of the LINK19 College board
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request and I am writing to confirm that on this occasion the leave will be authorised.

It would be helpful if you could encourage and help to make a log of their experiences that will provide opportunities for to use the holiday to support their learning.

Yours sincerely

Mr M Francis
LINK19 College Lead

Single Equalities Scheme Impact Assessment

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision, and values of the college.

LINK19 College is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this college.

Reviewed Date: Spring 2023

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Signed by Chair of LINK19 College board of Directors:.....

Signed by LINK19 College Lead:.....