Further Education Student Attendance and Punctuality Policy and Procedures

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FE Central		FE Central	
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Access (tick as appropriate)			
Public access (website) ☒ And/Or Internal access (MyWi) ☒		Staff and Student access ☒ Or Staff access only ☐	

Policy Overview and Scope

Purpose

This policy and procedures detail how attendance of students will be monitored in order to:

- Identify those who do not attend college or individual classes, to enable them to access appropriate support as necessary, return to their programme of study and achieve their qualification(s)
- Provide appropriate evidence for external bodies such as the Education Skills Funding Agency (ESFA) and various bursary schemes.

Policy and Procedure

Policy Statement

Writtle University College will monitor Further Education students' attendance and punctuality and where appropriate initiate the Student Absence Procedure and Recovery Plan.

3. Responsibilities and Expectations - Staff

3.1   The Director of FE at Writtle University College is responsible for the management of this policy.

3.2   All Further Education Tutors, Course Managers, Student Services Manager and Safeguarding & Wellbeing Manager are responsible for monitoring student attendance and in particular any student deemed to be 'at risk' of non-completion.

3.3   All staff teaching FE programmes are responsible for issuing "Cause for Concern" via Pro Monitor whenever students' absence is concerning and/or impacting on their learning.

3.4   All members of teaching staff are responsible for ensuring that electronic registers are completed at the start of each session. NOTE: it is accepted that this may be difficult for some practical sessions, in these cases it is expected that paper registers will be kept and the electronic system updated within 24 hours of the session. Repeated failure to update registers will result in disciplinary action.

3.5   Electronic registers should be completed for all teaching sessions, including practical's, unit duties (including yard duties) and tutorials (group and individual).

3.6   Any student absence that is unplanned or which has not been agreed in advance should be followed up by the Course Manager (or member of staff given delegated responsibility) on the same working day. Students' records (in Pro Monitor) should be updated to confirm actions taken and any response.

4. Responsibilities and Expectations - Students

4.1   Students take responsibility for their attendance and punctuality

4.2   Students are expected to attend all timetabled and study programme activities (i.e. 100% attendance)

4.3   Students are expected to be punctual for all classes and be ready to learn

4.4   If a student is unable to attend any timetabled activity, they should contact the College as soon as practicable (see section 6.4).

5. Responsibilities and Expectations – Parents / Guardians / Carers

5.1 Parents/Guardians/Carers are expected to be fully supportive of Writtle University College with regard to attendance and punctuality.

5.2 To support students to follow Writtle University College's policy and procedures in the reporting of absence.

6. Attendance / Absence

6.1 Students are expected to attend all timetabled activities (i.e. 100% attendance) including vocational and English and math's lessons plus individual and group tutorials, targeted enrichment activities, work experience placements, trips and visits.

6.2 Acceptable absence is a planned absence which has been authorised by the Course Manager via completion of a signed absence self-certification form which is available on Moodle, from Learning Support, course tutors and the attendance monitor. Full details can be seen in Appendix A – Student Guidelines – Attendance and Absence.

Examples of legitimate planned absences include:
- A medical appointment which could not be arranged outside University College hours.
- Occasional care for a person for whom the student has a definite caring responsibility.
- A religious holiday.
- Visit to a University to attend an open day/interview: or a career related interview.
- Appointment with a Careers Advisor (should normally avoid disruption to studies).
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits
- Related to areas of study; sports fixtures and expeditions.
- Attendance at a funeral.
- Attendance at a probation meeting.
- A driving test.
- A University College representatives' meeting.
- An absence where a student explains their absence retrospectively to the Course Manager, for example, a legitimate retrospective absence would be an accident, or a late hospital appointment or a domestic crisis. The student should inform their Course Manager upon their return to University College.

6.3 Unacceptable absence is defined as any absence which is unauthorised or unexplained or where classes are missed regularly in any other pattern which Class Tutors consider problematic i.e. detrimental to the successful completion of the course. Any unauthorised absence may impact on bursary payments.
Examples of unacceptable absences:
- Holidays.
- Part or full-time work which is not part of the student's programme of work.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting siblings.
- Shopping.
- Driving lessons.
- Lateness exceeding 15 minutes.

6.4 If a student is unable to attend any timetabled or study programme activity they should either:
- Inform their course manager by e mail
- Inform Absence Monitor
- Telephone the absence helpline on 01245 424234
- Text the absence line on 07860 035345, using the format:
  - Student number
  - [Space]
  - Keyword, e.g. sick/ ill/ family/ transport
  - [Space]
  - More details e.g. migraine/ train cancelled

6.5 If a student has a significant health and / or wellbeing issue, they should contact their course manager or the Safeguarding & Wellbeing Team for support. The Fitness to Study/Reside (in Halls of Residence) Policy & Procedure may be applied in some circumstances. If a student may benefit from learning support, the student or Course Manager should contact the Learning Support Team.

6.6 If a student's unauthorised absence is from a session including an assessment opportunity then the student may be charged a minimum of £20.00 plus associated material costs for the re-organisation of that assessment opportunity.

6.7 Repeated unauthorised absence from any aspect of a Study Programme may result in bursary payments being withheld. Disciplinary action may be taken and a student may be removed from their programme of study.

6.8 If a student is absent for more than three weeks with no contact with the University College, they may be considered to have withdrawn and can be removed from their programme of study.

7. Punctuality and Readiness to Learn

7.1 Students are expected to be punctual for all classes and timetabled activities.

7.2 Students are expected to be ready to learn by:
- Removing all outside clothing: i.e. hat/coat/scarf & placing safely where they will not cause a trip hazard.
- Ensuring they have pens, paper and other appropriate equipment e.g. calculator on your desk.
- Putting anything else in bags, including MOBILE PHONES (on silent) & placing under the desk or at the back of the room, where it will not cause a trip hazard.
- If a student has no bag, phones should be placed on the desk at the front.
- Drinks - bottled water only allowed on desks. No eating during class
- Wearing lanyards / ID cards visibly.

7.3 A student is late if they enter the class after the published 'start' time on the timetable.

7.4. If a student is late, they should enter the room / area quietly and ensure that the tutor is aware of their presence. They should explain to the tutor at an appropriate moment the reason for their lateness.

7.5 Persistent lateness to lessons to will lead to the Disciplinary Policy being applied. It is not policy to refuse access to lessons on the grounds of poor punctuality, but it is accepted that the teacher

may use discretion in this matter e.g. repeated lateness with no valid reason, disruption on entry to the classroom.

8. Monitoring Attendance and Punctuality

8.1   The following attendance marks are used in the electronic register system, other marks may be used e.g. if students are attending exams, interviews etc:

    /   = present
    L   = late to class
    M   = left Session early
    C   = WUC authorized absence i.e. student has been in contact
    A   = authorized absence*
    O   = unauthorised absence
    N   = Not expected to attend
    X   = Class not held
    T   = Transferred
    R   = Remote Learning
    W   = Withdrawn

i.e. student has filled in 'Self-Certification Form' which has been agreed by the course manager and the mark has been updated by Attendance administrator.

8.2   If a student is marked as an unauthorised absence, this should be followed up by the course manager, if the student is under 18 then parents / guardians / carers should be contacted.

8.3   Any absence and any action taken as a result (e.g. contacting student, contacting parents / guardians / carers) should be recorded in the 'Learner Comments' section of ProMonitor using the following:

    Comment Type   = Attendance & Punctuality
    Note   = brief information about the absence
    FAO   = Course Manager
    Link to Enrolment   = Link to specific session

8.4   If a student's attendance falls below 91% (WUC KPI) or 3 'Warnings' are issued within one week, or for one particular teaching session or subject, then they shall constitute a breach of the provisions of a University College Policy and the student disciplinary procedure may be invoked.

Appendix A: FE Student Guidelines – Attendance and Absence

All students are expected to adhere to the attendance requirements of their Course and of the University College. The University College Attendance policy requires each student to be marked present at each timetabled session. This includes practical and Unit duties.

Students who are sick or otherwise unable to attend timetabled classes should notify the University College by 9.00am on the day of absence.

This should be done by either emailing the absence email address **absence@writtle.ac.uk** or by sending a text message to the number shown on the reverse of your student card: **07860035345.** Your message for both email or text message should be formatted as follows:

- Student number
- Space
- Keyword, e.g. sick, ill, family, transport.
- Space
- The message text.

Alternatively, you can call the University College direct on 01245 424234.

You must report every day that you are ill. It is important that reasons for absence of up to one week, must, upon return, be supported by a signed self-certification form (available on Moodle or from your tutor). An absence of between 3 and 7 days must also be supported by a letter from a parent/guardian or doctor.

If the claimed reason for absence could be foreseen, then the student must apply for authorised absence at least 24 hours in advance (form available from your tutor or on Moodle) Failure to do so will result in the absence being recorded as unauthorised. You will be contacted on each unauthorised absence that is noted on registers, consistent absence or lateness will result in a "cause for concern" being raised. Parents / guardians of learners under the age of 18 will also be notified.

Accepted absences which can be foreseen in advance.

- A medical appointment which cannot be arranged outside University College hours.
- Occasional care for a person for whom the student has a definite caring responsibility.
- A religious holiday.
- Visit to a University to attend an open day/interview; or a career related interview.
- Appointment with a Careers Advisor. (Should normally avoid disruption to studies)
- Unwaged work-experience placement relative to course.
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions.
- Attendance at a funeral.
- Attendance at a probation meeting
- A driving test.
- A University College representatives' meeting.

Absences not acceptable. (This list is not exhaustive)

- Holidays
- Part- or full-time work which is not part of the student's programme of study.

- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings.
- Shopping.
- Driving lessons.
- Lateness exceeding 15 minutes

Acceptable unforeseen absences – if University College notified on the day

- An emergency family situation.
- Transport problems, with no alternative means to hand.
- Isolated periods of genuine sickness. Up to 3 days self-certification by student, between 3 and 7 days with parental or medical written notification. Over 7 days a medical certificate is required.

Students should note that the provision of inaccurate or false information may, depending upon circumstances, be treated as gross misconduct and may result in disciplinary action being taken. Attendance related payments may also be recovered.

Version Control

Version Number	Purpose/Amendment	Date
2.1	Updated for 2016-17	01/08/16
2.2	Updated for 2017-18	04/08/17
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