Attendance and Punctuality Policy

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Executive Summary

At KLDC Sixth, placing the interests of the student is at the heart of the organisation by promoting learning, excellent teaching, enterprise, support, and progression opportunities for all. KLDC Sixth provides a supportive learning environment which recognises all student's rights and responsibilities. Regular attendance is vital if students are to progress and attain their qualification(s).

This document provides an overview of the procedural requirements for attendance, target setting and reviewing attendance, the completion of electronic registers, recording absences/punctuality and lateness, deactivation of registers, work experience and examinations.

At KLDC Sixth, it is recognised that any attendance procedure should be underpinned by an understanding of safeguarding issues and responsibilities and should align with KLDC Sixth's safeguarding policy and procedures. A clear and effective procedure is the first key protective factor for our students.

1. Standard Safeguarding Expectations of all staff

It is essential that all staff understand safeguarding issues and their safeguarding responsibilities. Not only can regular absence, particularly unexplained absence, be a red flag for safeguarding issues, but only when students are on campus can they talk to staff and be given support for any wellbeing or safeguarding problems. Furthermore, as research demonstrates, missing out on lessons leaves students vulnerable to falling behind, and students with poor attendance tend to achieve less and have less opportunities for success in the future. Staff must also be sensitive to students that have declared any caring responsibilities that may impact on their attendance and punctuality.

Teaching staff must ensure registers are marked accurately and promptly; any absenteeism from individual lessons could potentially indicate a safeguarding issue above and beyond the academic concerns of missing classes.

2. Standard Requirements for students

KLDC Sixth wants students to enjoy their learning. Expectations regarding attendance and punctuality are clearly communicated to students during Induction and through this procedure. Staff should ensure an early response to poor attendance and/or punctuality and meet with students to discuss the issue. This is essential to gain an understanding of potential barriers that could be removed by staff within KLDC Sixth; for example, the tutor team could support a student who has caring responsibilities. Any wellbeing issues should be reported to the nominated member of staff for wellbeing in order for the student to receive appropriate support.

Persistent poor attendance and punctuality will be treated as an academic concern and will be recorded. Student progressing tracking must also be updated to reflect:

- Predicted pass support required attendance.
- Predicted fail - attendance.

Students are expected to:

- Attend scheduled lessons and be on time and ready to learn.
- Inform their **teacher** via **email or telephone** if they are unable to attend lessons.
- Inform a tutor beforehand if they need to leave a lesson part way through the timetabled day/evening.

Students are responsible for ensuring that they complete work that has been missed due to absence. Failure to complete the work will result in non-achievement of the qualifications(s).

3. Reviewing Attendance, Setting Targets, Universal Learning Provision (ULP) and Fitness to Study

KLDC Sixth actively promotes and encourages 100% attendance for all students. All students will be set a target of 88% attendance.

Student attendance will be monitored throughout the academic year, and the tutor will notify the relevant staff where attendance concerns are identified.

The attendance should be reviewed against the criteria in the table below. Tutors should set the first action plan when students have an attendance below 85%.

Attendance	Rating	Action
95%+	Excellent	Tutors to Praise Students
88% - 94%	Good	Tutors to Praise Students
80% - 87%	Satisfactory	Tutors to highlight the students for monitoring
80% or below	Concerning	**Action Plans will be set at the following stages:** **Stage 1** - attendance between 80% - 75%: action plan 1 to be set by the Tutor (with the students) and targets set. An attendance concern must also be recorded at this stage. **Stage 2** – if attendance does not improve within a 4-week period after the stage 1 intervention, a recorded verbal warning is to be conducted with the student by the Course Leader. **Stage 3 -** Attendance between 75%-65% - action plan 2 to be set by the Principal. **Stage 4 -** Attendance 65% and below - action plan to be set by the Vice Principal (Education).

If attendance does not improve, Stage 2 should be completed by the Course Leader who will discuss with the Tutor whether the student should be referred for support.

If attendance does not improve after Stage 2, the next stage should be completed by the Principal, in line with the attendance rates shown in the table above

A student's attendance for the academic year can be viewed to show the percentage attendance each week. The student and their course tutor will review attendance during their tutorial.

Fitness to Study

KLDC Sixth recognises that it has a duty of care to respond appropriately where there are significant concerns relating to a student's health and wellbeing. KLDC Sixth is committed to maintaining students' wellbeing and to promoting positive attitudes towards individuals with physical or mental ill health.

The Fitness to Study Policy is intended to ensure a consistent and sensitive approach to managing situations which may become problematic and require intervention. In particular it identifies the appropriate response by teaching and support staff where it is not considered appropriate to apply disciplinary procedures because the student's physical or mental health difficulties are causing a barrier to their success. Grounds for concerns about a student's fitness to study might include progressive or sudden deterioration in a student's attendance, attention, quality of work, appearance, or behaviour.

4. Electronic Registers

It is the tutor's responsibility to record students' attendance and identify when students are not on time for class. Attendance and lateness must be recorded. Registers must be closed by the end of the session (or prior to leaving the classroom in the event of an emergency such as a fire alarm).Where there is no access to electronic registers, (e.g., where students are participating in an off-site event), a paper or digital record of attendance must be taken and the register marks must be entered electronically no later than 48 hours after the class.

Students' attendance will be recorded using the following symbols:

Description	Symbol	Attendance counted as
Present	/	Positive
Absent (Unauthorised Absence)	O	Negative
Late	L	Positive
Permitted (Authorised Absence)	P	Positive
Class Cancelled	C	Neutral
Activity Out of Class	E	Positive
Self-directed Study	S	Positive
Suspension	X	Negative

Self-directed Study - There may be instances where students are required to undertake self-directed study (e.g., examination revision, not scheduled for a one-to-one Tutorial etc.). Self-directed study marks are not to apply to students who are absent prior to the self-directed study period. These students are to be marked absent. A 'S' mark reflects a positive attendance. If applied to the registers of students who are not attending, it will incorrectly reflect a positive attendance, uplifting their attendance percentage. Allocating an incorrect 'S' mark also prevents students from appearing on the non-attendance.

Where attendance issues have been identified which are affecting student progress, the student will receive targets for improvement and communication to students and parents/guardians will be made.

5. Absences

Authorised Absences (Mark "P")

Authorised absences will count as a 'positive' attendance when calculating the overall attendance percentage. Absences can only be authorised where there are reasonable and clear reasons for the non-attendance.

Examples of common valid reasons for allowing an Authorised Absence:

- An arranged medical appointment
- A Driving Test (but not a driving lesson)
- Bereavement of a family member
- Funeral of non-immediate family member
- To attend an audition/ performance/filming

Students are to provide evidence (where appropriate) of the above. The Tutor will keep copies of appointment cards/letters etc.

Please note - Doctors and dental appointments should be taken outside of KLDC Sixth hours. Where this is not possible, students notify their tutor as soon as possible.

Unauthorised Absences (Mark "O")

Examples of common instances of absence which CANNOT BE AUTHORISED**:**

- Part time or full-time work (not including work placement)
- Driving lessons
- Babysitting

Illness

Students will be marked as absent ("unauthorised"). Evidence such as self-certification up to a week, a Doctor's Medical Certificate etc., must be produced for the absence mark to be changed to "authorised".

Students from Gypsy, Roma or Traveller Families

On days when a student from a Gypsy, Roma or Traveller family is known to be out of the area due to the family travelling, and is not attending their course, then 'P' (authorised absence) should be recorded for the absence and an explanatory student note added to the register within the notes section. Parents/carers should be encouraged to let the Tutor know in advance when they are going to be travelling and when they expect to return, so that attendance and absence are recorded accurately**.**

On days when students from Gypsy, Roma or Traveller families are absent for other reasons (whether travelling or not) then the appropriate code should be used to record that absence.

Cancellation of a class

Where a class is cancelled at short notice e.g., the member of staff is unable to attend due to an illness, and it is not possible to provide appropriate cover arrangements, the register mark "C" should be recorded.

KLDC Sixth Closure and INSET

As scheduled closure and INSET days are known prior to the start of an academic year, timetable events should not be created for these days. In instances where there is an unexpected closure (including bad weather, fire or other serious structural damage, a major incident or emergency) registers will be deactivated.

6. Grants

Where a student is in receipt of a grant and specific requirements in relation to attendance are imposed as a condition of receiving the grant. Failure to meet the required attendance level may result in the loss of entitlement to some, or the entire grant.

7. Punctuality and Lateness

KLDC Sixth recognises that students may sometimes be late for a class for a variety of reasons. Such lateness will be recorded on the register (including a record of how late the student was) and the student will be asked to provide an explanation (which will be added as a student note). Persistent lateness, without an acceptable explanation may be treated as academic misconduct under the Student Behaviour and Discipline Policy.

8. Student Suspension

The register code 'X' applies to students who have been suspended.

9. Examinations

Registers are to be marked as normal. If students are present and are undertaking an examination, the register mark "/" (Present) will apply.

10. Appeals

Students who wish to appeal against any decisions made in relation to their Attendance and Punctuality should contact the Vice Principal (Education). The nature of the appeal should be set out in writing, clearly explaining the grounds for the appeal.