



Artemis 16-19 Funded Courses - **Attendance Policy**

1. **Preface and Context**

It is acknowledged that the following factors contribute to improving students' attendance, motivation and retention.

1.1 Identifying and supporting 'at risk' students as soon as warning signs appear.

1.2 Having a well-known and coherent infrastructure of support in place, including both group and 1:1 tutorials, Additional Learning Support and internal and external welfare support.

1.3 Delivering well-structured and managed course programmes, integrating 1:1 reviews, Additional Learning Support, the development of eLLPs (Studio Director) and enrichment and additional learning through extra curriculum activities.

1.4 Having a clear and fair Code of Conduct and Disciplinary Procedure which incorporates robust systems for monitoring attendance and punctuality, following up absences promptly, firmly and consistently.

This policy outlines Artemis Studios's system for monitoring attendance and lateness identified in 1.4 above and clarifies the principles underpinning this system. It should be read in conjunction with the Code of Conduct and Disciplinary Procedure.

2. **Targets**

2.1 Artemis Studios sets annual retention and attendance targets which are closely monitored at college, curriculum, subject area, programme area and course level.

2.2 For the next 2 academic years these are:

2017/18 Attendance 90% Retention 95%

2018/19 Attendance 95% Retention 96%

3. **Attendance and Punctuality Policy Statement**

3.1 As retention, achievement and student attendance are inextricably linked, Artemis Studios expects all students to attend all planned and programmed sessions included within the student's learning programme, including assessments. The components of a study programme will include theory and practical sessions, tutorials, English and/or Maths GCSEs or Functional Skills classes (depending on previous attainment), work placements, integrated residential and prescribed enrichment sessions.

3.2 Students will be required to make a commitment to attend all components of their programme at the start of their course (the 'Learning Agreement'). In return Artemis Studios will commit to deliver the full 'student entitlement' as summarised in the Student

Charter.

3.3 Students are required to attend all planned and timetabled assessments including examinations. Failure to do so will result in exam costs being recharged to the student.

3.4 Artemis Studios will apply consistent and rigorous procedures to monitor student attendance and will offer appropriate support to facilitate and encourage students to attend 100%.

3.5 The session register is the formal auditable document used by Artemis Studios to record attendance and punctuality. Artemis Studios will ensure that this record is consistently marked and accurate.

3.6 Students who fail to meet the minimum standards set by Artemis Studios will be challenged initially by the course tutor. Students who fail to respond positively to this process will be deemed to have breached the College's Code of Conduct and will be subject to the College's Disciplinary Procedure.

3.7 The principles underpinning the attendance and punctuality policy:-
All components of a programme are purposefully planned to maximise the development of each student and prepare each student for success in terms of work readiness, the end qualification(s) and progression. Each component is an essential part of the learning programme and to miss any of them, or any part of them, will undermine the effectiveness of the programme and have a negative effect on success rates.

Missing or being late to a programmed session can be disruptive for the whole programme group. Missing or being late to a session without good reason is therefore disrespectful to both staff and fellow students.

3.8 This policy and the accompanying monitoring procedures will be reviewed annually and summarised in course handbooks.

4. Attendance and Punctuality defined

4.1 In Attendance: student 'present'

A student is marked in attendance if they are present at the time of registration and remain in that session until its conclusion, as determined by the class teacher/supervisor.

4.2 Student 'absent'

A student is marked 'absent' when he/she does not attend any part of the scheduled session.

4.3 Lateness

A student is late (and marked 'late' on the register) if he/she arrives after the scheduled start of the session.

4.4 Authorised absence

This is absence that has been discussed with and agreed by the student's Personal Tutor, subject tutor or Training Assessor prior to the absence occurring and falling within the criteria set out in Appendix A

4.5 Unauthorised Absence;

This is an absence which does not fall within the criteria detailed in Appendix A and includes categories of absence detailed in Appendix B

4.6 Other Register marks;

There are specific register marks for students out on work placements, students who have prematurely completed the course and students for whom 'attendance is not necessary'. (See Appendix C: Register Marks)

5. **Communicating expectations**

In advance of learners starting programmes:

- Attendance expectations must be evident on website and in all published materials as well as forming a key part of the application and initial interview. These expectations are linked clearly to employability and work- readiness.
- Learners must make clear, when we outline course expectations at interview, if attendance is likely to be affected by health & personal issues.
- Teaching team and managers meet parents at enrolment & emphasise attendance requirements.

For certain areas, this proposed focus may be viewed as more severe than previous practice (particularly for returning / progressing learners or for parents who have had children at the college previously. It is therefore vital time is planned to:

- discuss positively what the beneficial outcomes will be of good attendance and what the minimum professional standard we expect is and the reasons for this
- communicate clearly and *in advance* of students starting what the consequences will be of failing to meet the expectation

5.2 After term starts

All teaching staff and managers reiterate that single absence is unacceptable. Ensure students and parents are clear in advance what the expectations are and are aware of both the context and the positive and aspirational reasons for high standards in attendance, as well as the clear and agreed consequences for failure to meet standards. Ensure course handbook & supplementary induction activities include this message in writing.

- At the beginning of the year, Heads of Learning send a letter to parents / students consolidating this information in writing.
- Use parent/guardian evening in week two (where appropriate for learners who are not living independently) to emphasise the message and discuss any queries from parents.

6. **Attendance and Punctuality Procedures and Guidelines for staff**

6.1 The accurate marking of session registers is a contractual requirement for all teaching staff and noncompliance with these procedures will be taken seriously by Artemis Studios. It is the responsibility of the Vice Principal of 16-19 Courses to ensure that all teachers are made aware of the register marking codes and trained in the use of the electronic register system.

6.2 Programme timetables will be established prior to the start of a programme to facilitate the production and use of registers as soon as the programme begins. Subsequent timetable changes will be minimised and communicated immediately to the timetable officer to ensure that registers are always up to date.

6.3 All session registers should be completed during or immediately after each session. In circumstances where, by virtue of the activity being undertaken, this is not practicable registers will be completed by the end of that day.

6.4 In circumstances where the scheduled teacher is absent the substitute teacher has the responsibility for ensuring the register is completed. In exceptional circumstances where there is no substitute teacher or supervisor then the class will be cancelled and the register marked with the 'cancelled class' mark 'X'

6.5 In circumstances where access to the electronic register is not possible the teacher will use a temporary paper register and transfer the information to the electronic record by the end of the week.

6.6 Absence or lateness will always be challenged by session teachers and should be reported by the teacher to the student's Personal Tutor/Training Assessor / School or Employer as soon as possible on the day the absence or lateness occurs.

7. Process for dealing with absence

7.1

Absence 1

Triggers a phone call home from a member of the teaching staff on the day of *the absence* reiterating expectations and the consequences of the breach.

- Clear targets agreed and set for future.
- Studio Director updated and used to send cause for concern with record of above in writing.
- Set date and time for review meeting / tutorial, but make clear that a second absence will trigger an immediate meeting.

7.2

Absence 2

- Triggers a stage one disciplinary.
- Member of teaching staff arranges face-to-face meeting with parents / guardians, making clear the elevated seriousness and ensuring parents and student are aware that they are

closer to being asked to leave college and future lapses will be referred to the Learning Manager.

- Clear targets agreed and set for future.
- Studio Director updated and used to send cause for concern with record of above in writing.

Learning Manager alerted that any future absence will be escalated to them.

7.3

Absence 3

- Triggers a stage two disciplinary.
- Learning Manager meets with parents and emphasises that student is one absence away from being asked to leave.
- Explore exit options and, if student commits to 100% attendance, confirm record of stage two in Studio Director and in writing to parents and student ensuring consequences are clear and that the final lapse will be escalated to the Vice Principal of 16-19 Courses.
- Vice Principal of 16-19 Courses alerted that any future absence will be escalated to them.

7.4

Absence 4

- Vice Principal of 16-19 Courses meets with parents, and withdraws student from the course.

8. Implementation

8.1 Teachers and managers may need to revise daily working practices (particularly in the busy first week, fortnight, month, pulse) to create time & space to prioritise and address attendance concerns as and when they happen, in a timely manner, especially if this practice has not been consistent in previous years. In particular, the commitment to phone home on the day of an unacceptable absence, will need time & space planned in the working day so this takes place consistently.

8.2 A clear distinction should be drawn where serious issues have made absence unavoidable (doctor's letter, bereavement, care of dependent) however these absences should trigger a parallel process with the focus being more on what learning has been missed and the implications for the students' progress & success rather than the disciplinary nature of the absences themselves.

8.3 Definitions of what falls into the category of serious and unavoidable absence is identified and communicated clearly to learners, parents and employers.

8.4 Where support is put in place for students with problematic attendance, it is important that this support is not viewed as indefinite and there is an ultimate goal of reducing the support and increasing the attendance in line with expectations and that there are clear staging / review points where progress towards this goal is reviewed sympathetically and

robustly.

Appendix A - Authorised Absence

If a student wishes an absence to be recorded as 'authorised absence' and claim their 16-19 Bursary / 19+ Bursary/ 24+ Advanced Learning Loan Bursary he/she must inform their Personal Tutor prior to the event and provide the evidence indicated in the table below.

Reasons for Authorised Absence	Evidence required
A medical appointment that cannot be arranged outside college hours.	Appointment card or letter.
A special religious holiday	Letter from parent/carer or student (if living apart from parent or guardian)
A university/college open day or university/college/careers or job interview.	Letter from parent/carer, university or employer or Careers Adviser.
Work experience that is an integral and agreed part of a course.	Personal Tutor will be aware of such an arrangement
An emergency need to look after a family member or other person for whom the student has a caring responsibility .	Letter from parent/carer or relevant social service. Personal tutor authorisation.
Attendance at a probation meeting.	Appointment letter
Participation in a Community-Campus activity, including representing the course or college in inspections/agreed student involvement events and sporting activities.	Personal Tutor authorisation.
Bereavement and attendance at a funeral - close relative or friend.	Parent/carer letter
Severe disruption to transport (strike action/severe weather/serious road accident)	Confirmation from Student Services.
Driving test.	Appointment card/letter
Jury service.	Notification letter

Severe weather conditions that cause the closure of the college or recommendation that student's from certain regions do not travel to the college.	Personal Tutor authorisation.
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Appendix B - Unauthorised Absence

Unauthorised Absence reasons
Artemis Studios does not authorise absence for the following reasons
Sickness (unless under the care of a hospital or specialist)
Holidays
Part-time or full-time work which is not part of the student's course
Medical appointments which can be arranged outside the scheduled programme timetable
Leisure activities
Birthdays or similar celebrations
Child-minding or looking after people for whom the student is not identified as a carer
Shopping
Driving lessons

Appendix C - Register Marks 2015-16

/	Present, this is used when a student arrives on time for a lesson.
0	Absent, this is used when a student is absent from the classroom for the duration of the lesson without authorisation e.g. illness – this will affect Bursary payments.
L	Late, this used when a student arrives late for a lesson.
A	This mark is to be used for students where an absence is authorised for reasons in Appendix A.
N	Not required to attend 1:2:1 tutorial. To be used when a student is present but it is not their slot to receive a 1:2:1 tutorial. Those students who are required to attend will be marked as 'present' or an alternative code depending on their reasons for not being there.
W	Withdrawn, This is used when a student should have been withdrawn from the course, If you use this mark you must also complete a change request to withdraw the student, once this withdrawal has been processed the student will no longer appear on the register.

T	Transferred, This is used when a student should have been transferred from one course to another, If you use this mark you must also complete a change request to transfer the student, once this transfer has been processed the student will no longer appear on the register.
X	This is used when a class is cancelled, for reasons out of the control of the student. E.g. tutor absence, school closure.
P	This is to be used for any learning 'outside of the classroom', for example when a student is out on placement/work experience or online learning. Evidence that this learning has been planned and taken place should be recorded on Studio Director and may be supported by supplementary evidence in the form of work experience logs.
C	Completed, this is used when a student has completed earlier than the end date of the course. If you use this mark you must also complete a change request to complete the student, once this completion has been processed the student will no longer appear on the register.