



Attendance management guidance for students and parent / guardians

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1. Attendance and our values

Attendance is a major component of student success both academically and in the world of work and so is a College priority. In line with our TEAM HRC values and BRAVO principles we pursue excellent attendance as a reflection of the ambition, motivation, respectfulness, and commitment of our students.

This guidance aims to make the College's expectations and processes regarding attendance clear whilst also highlighting the support available to students who may need it.



2. College expectations of attendance and punctuality

We expect students to aspire to having 100% attendance and to follow absence reporting processes correctly. The College will intervene and support students who fall below 100% and will use a range of strategies to improve attendance which may include positive engagement, student services support or disciplinary.

The College expects students to arrive on time to all their sessions. Being on time means being in the correct classroom, set-up and ready to learn at the time the session begins.

3. What will be accepted as 'authorised' absence

Absences will only be authorised if the College know in advance there is a good reason, such as:

- Medical appointments which cannot be made outside of timetabled hours e.g. hospital appointments
- Religious holiday
- Attendance at a funeral
- Severe disruption to the transport network
- Driving test
- Student Reps or other College meetings that you are asked to attend
- Responsibilities for caring for a close family member (if this is likely to affect your learning please discuss this with a tutor)
- Participation in a significant outside activity e.g. taking part in a regional or national event
- A visit to a University either to attend an open day or for an interview
- A work experience placement where this is a requirement of the course.

If an absence is unplanned or if advance notice cannot be given to the College, the College will consider:

- The student's current attendance level
- Repeated absences (especially if for the same reason)
- Whether sufficient evidence can be provided
- Whether the College feels it is reasonable.

4. What are not acceptable reasons for absence

Whilst not an exhaustive list, there are some reasons for absence which are not acceptable in any circumstance:

- Medical appointments that can be made outside of timetabled hours e.g. opticians appointments or non-emergency GP appointments
- Holidays or leisure activities
- Part-time employment
- Birthdays
- Driving lessons
- Shopping or other personal (non-medical) appointments

5. How students must report absences & evidence requirements

On each day of absence, a student must:

- contact every staff member whose session they will miss by Teams or Email
- make contact by 845am of each day
- provide evidence for the absence (see below)

Evidence can include:

- A letter from a parent / guardian
- A medical appointment card or letter
- Driving test notification letter
- An email or letter regarding an interview or event

If a student does not follow the correct reporting process or does not provide sufficient evidence, they will be marked as absent, not authorised. Individual staff members will mark absent if not contacted directly. Where absence is neither reported or evidenced, student engagement and disciplinary processes will commence.

Students should expect staff to challenge their reasons for absence and request evidence. Staff will ensure that on return to College they speak with students and will ensure that any missed learning is recovered.

NB Sickness: The College understands that individual students may experience illness for various reasons. In the case of minor illness e.g. colds, the College expects students to report absences in the same way. For more serious or long-term illness, student support services processes such as fitness to study consultation will commence.

6. What the College will do to support students to attend

The College has a range of support services in place to help students who may face attendance difficulties:

- Progress monitors
- Positive engagement interventions by teachers
- Financial assistance for those who are eligible (travel bursaries)

The College will also endeavour to support attendance by:

- Use of effective information, advice, and guidance
- Smart timetabling
- Effective monitoring of student attendance
- Developing high quality, inspiring and engaging programmes of study
- Contacting parents / guardians