



**TyneCoastCollege**

## **Attendance Policy 14-16**

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments\*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

\*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

<b>Approved by:</b>	<b>Version:</b>	<b>Issue Date:</b>	<b>Review Date:</b>	<b>Contact Person:</b>
<b>SEG</b>	<b>v.2.1</b>	<b>July 2017</b>	<b>July 2018</b>	<b>Assistant Principal Student Recruitment, Services and Support</b>

**Equal Opportunities:**

**Impact Assessed**

**POLICY NUMBER 90**

# Attendance Policy 14-16

## 1 Policy Statement

The aim of this policy is to provide clear guidance to students, parents, staff and other stakeholders about the expectations of the 14 – 16 College with regard to the management of student absence from college.

Attendance refers to the scheduled time spent on college programmes, and this can be categorised as lectures, workshops, work placement or tutorials as specified in the student's handbook/learning agreement or individual learning plan.

Regular and consistent attendance at college is expected and is critical to any student's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the student's programme of study and the college will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme. Therefore all attendance will be fully monitored throughout the study programme.

Each case of absenteeism is different and will be treated individually. The college accepts the many causes of absenteeism exist and will work with learners on an individual basis to best address the needs and wants of each learner.

## 2 Scope

This policy applies to all 14-16 learners enrolled with Career College North East and those enrolled on courses of further education with South Tyneside College.

## 3 Legislation

Education Act 1996

## 4 Responsibilities

The Principal of Professional and Vocational College, the Assistant Principal for Student Recruitment, Services and Support, Heads of Learning and Lead Tutor for 14-16 have responsibility for the implementation of the policy.

## 5 Actions to Implement Policy

### Procedure to be followed by all Parents/Carers:

- If a student is going to be absent from College, the Parent/Carer must contact the college between 8.30 and 9.00 am on the same day. Whenever possible they should ensure routine medical appointments are made outside of college hours
- If a student is absent for three consecutive days or more, the parent/carer may be asked to provide medical evidence for the absence. This will enable the College to allocate authorised absence on the register. The direct number for the college absence line is: 0191 427 3519
- Parent/carers should ensure that college has appropriate contact numbers Available to allow college to follow up unexplained absences. **This is to ensure**

**the safety of your child.**

- Applications for term time holidays are unlikely to be approved and are strongly discouraged. However, if you wish to make an application, they must be in writing and addressed to:

Helen Dodd  
Lead Tutor 14-16  
Tyne Coast College  
St. George's Avenue  
South Shields  
NE34 6ET

**Procedure to be followed by all staff:**

- If a student is absent at registration or any subsequent class, their names must be passed to the 14 – 16 College Lead Tutor on completion of the register.
- The Lead Tutor will contact the parent/guardian of the student the same day, to establish the reasons for the non-attendance.
- The subsequent reason for absence will be emailed to the Curriculum Tutor. The Curriculum Tutor will discuss this absence with the student on their return and determine if further action is required
- If a student is absent for three consecutive days or more, the parent/carer may be asked to provide medical evidence for the absence. This will enable the College to allocate authorised absence on the register
- If no contact can be made then a home visit will be made to establish the reason for non-attendance.

**Penalty notices for non –attendance**

- Regular and punctual attendance at school/college is both a *legal* requirement and essential for pupils to maximise their education opportunities.
- Legal action in courts may be used as a strategy to improve attendance when Parents/carers have failed to secure their children's regular attendance at the 14-16 College or any alternative provision.
- If your child fails to attend the 14 – 16 college satisfactorily and achieve the minimum standard of attendance (90%), he/she will be action planned and monitored. If the attendance does not improve over the next 15 College days, then we will issue a warning letter and inform South Tyneside Local Authority to consider commencement of appropriate legal action.

**The circumstances in which a penalty notice for non-attendance may be issued include:**

- Parental condoned absence
- Unauthorised leave of absence during term time unless there are exceptional circumstances
- Persistent late arrival after registration
- Truancy

### **Legal procedure:**

- Where attendance is a cause for concern the initial formal warning letter will be issued and an opportunity given to improve attendance over the next 15 school days.
- If it is considered that no improvement has been made within the given time frame then a Request for Issue of a Penalty Notice will be made to the Local Education Authority under Section 444a, Education Act 1996. The matter will then be handed over to the courts.

## **6 Monitoring & Evaluation**

The college Senior Management Team (SMT) will monitor the operation of this policy by receiving regular reports on student attendance.

Each School will also receive monthly reports which are reported at the SMT meetings and monitored at the Performance Review meetings.

## **7 Related Policies**

Personal tutorial support policy  
Student retention policy  
Student behaviour policy