South Gloucestershire and Stroud College

Learner Attendance, Punctuality and Retention Procedure

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Please contact the Human Resources Department

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Job Title / Role:	Assistant Principal 16-18
Ref. No.: **Q/P 111**	**Date of this version**: 29 March 2021 **Review date**: 28 March 2022 **Upload to External College website?** Yes **Upload to e-Campus?** Yes
Approved by:	SLT
Date of Approval:	09 April 2019

Main aim and purpose of the policy:	Ensure high standards of learner achievement through consistent attendance whilst providing a clear framework within which the College operates. It is also intended to provide a framework for staff to operate within when dealing with learners who are at risk of withdrawing from their course of study.			
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?
Age	✓	✓	✓	✓
Disability	✓	✓	✓	✓
Gender Reassignment	✓	✓	✓	✓
Race or Ethnicity	✓	✓	✓	✓
Religion or Belief	✓	✓	✓	✓
Marriage	✓	✓	✓	✓
Pregnancy/ Maternity	✓	✓	✓	✓
Sex	✓	✓	✓	✓
Sexual Orientation	✓	✓	✓	✓
Carers/ Care givers	✓	✓	✓	✓
Persons in care	✓	✓	✓	☐

Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:				
How much evidence is there:	None	A little	Some	A lot
	☐	☐	☐	☐
Is there any concern that the policy may operate in a discriminatory way?	None	A little	Some	A lot
	✓	☐	☐	☐

Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	☐	✓	☐	☐	
Disability	☐	✓	☐	☐	
Gender Reassignment	☐	✓	☐	☐	
Race or Ethnicity	☐	✓	☐	☐	
Religion or Belief	☐	✓	☐	☐	
Marriage	☐	✓	☐	☐	
Pregnancy/ Maternity	☐	✓	☐	☐	
Sex	☐	✓	☐	☐	
Sexual Orientation	☐	✓	☐	☐	
Carers/ Care givers	☐	✓	☐	☐	

What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High ☐	Medium ☐	Low ✓	Yes ☐	No ☐

I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required

Completed by: Stuart Evans   ***Position:*** Assistant Principal16-18   ***Date:*** 28-March-21

Learner Attendance, Punctuality and Retention Procedure

1. Introduction

1.1. At South Gloucestershire and Stroud College (SGS), we provide a supportive learning environment which recognises every learners' rights and responsibilities at all times. In order to achieve this, the following procedure sets out our expectations on attendance, punctuality and retention.

2. Statement

2.1. SGS has high expectations of all learners (inclusive of Apprentices) and will ensure that all have the opportunity to excel in their chosen programme of study. To enable full time and part time learners (of all ages) to succeed, the College expects, in the absence of agreed mitigating or extenuating circumstances, that learners will attend all of their scheduled lessons including online lessons, on time and be ready to learn.

3. Objectives

3.1. The purpose of the Learner Attendance, Punctuality and Retention Procedure is to ensure high standards of learner achievement through consistent attendance whilst providing a clear framework within which the College operates.

3.2. This procedure provides a framework for staff dealing with learners at risk of withdrawing from their programme of study.

4. Responsibilities

4.1. Operational responsibility lies with the Education & Wellbeing Mentor, Personal Tutor / Course Tutor or Training Advisor, who should record any actions taken through the utilisation of the ProMonitor system

4.2. The administrator for the provision should inform parents / carers / guardians (if appropriate) using the standard pro-forma letters contained within the Learner Disciplinary Policy.

4.3. In the event of a learner being removed from a Programme of Study, the appropriate Assistant Principal will assume overall responsibility for a withdrawal.

5. Related Policies, Procedures, Charters and Codes of Practice

5.1. Learner Disciplinary Policy

5.2. Learner Charter

5.3. Learner Codes of Conduct

5.4. Total Support Guide

5.5. Single Equality Policy

5.6. Assessment Policy

5.7. Code of Practice 6: *Mitigating and Extenuating Circumstances*

6. Procedure

6.1. **Your Responsibilities**:

6.1.1. Punctuality:

6.1.1.1. All learners are expected to arrive on time for the start of the lessons and return from break and/or lunch on time

6.1.1.2. If learners are late, they must have a valid reason. It is down to the tutor's discretion when the learner is allowed to join the group at an appropriate point that does not disrupt the rest of the group

6.1.1.3. If a learner is not able to join the group and referred to the LRC to complete work, they are to join their group at an appropriate time, previously agreed with their tutor.

6.1.1.4. All learners are expected to stay in attendance until the end of their lesson.

6.1.2. Attendance:

6.1.2.1. All learners are expected to meet the College benchmark of 92% attendance whilst completing their programme of study.

6.1.2.2. Programme of study is to be read as including all elements of the programme including: GCSE English and mathematics and Functional Skills. Learners requiring English and mathematics are expected to meet the College benchmark of 92% attendance.

6.1.3. To let the College know, through contacting the Learning Area/ Faculty Administrator the reasons for your absence as soon as possible in cases of illness, family emergency or other pressing reason. You will normally inform us on the first day of your absence through the use of ProMonitor.

6.1.4. Full time learners, absent by reason of sickness, are requested to obtain a sickness note from their doctor if absent for more than 5 college days.

6.1.5. To gain permission in advance from your Education and Wellbeing Mentor, Personal Tutor / Course Tutor or Training Advisor, if you are seeking to be absent from a future lesson or lessons, for example, in cases of family emergency or interview for University or employment.

6.1.6. To catch up on any missing work or planned assessment activity.

6.1.7 The College does not support learners taking holiday in term time and will record it as unauthorised absence against your attendance rate. We believe full attendance supports a learner to achieve to their full potential. The College will publicize Term Dates in advance of the Academic Year starting so learners can plan their holiday appropriately.

6.2. **Failure to fulfil your Responsibilities**:

6.2.1. Where you neglect to fulfil your responsibilities in respect of attendance or punctuality, you will be placing yourself at risk of disciplinary action under the terms of the Learner Behaviour Policy.

6.3. **On your return to College**:

6.3.1. We will support you by discussing with you how you can catch up, for example, by giving you handouts of the work you have missed or referring to the College's Digital learning Platform

6.3.2. We will provide personal support to enable you to cope with a period of settling back into your course.

6.4. **Early Completion of your Course**:

6.4.1. Any learner who wishes to leave, having completed their course early, must put in writing the reasons of early completion to a Senior Curriculum Manager. Upon agreement, the Senior Curriculum Manager will confirm in writing and ensure the curriculum team process all the relevant leaving documentation.

6.4.2. Learners who complete all of the learning aims of their study programme, but fail to achieve successfully, by their expected

end date will be deemed to have completed with no achievement. In this instance, and in the absence of mitigating circumstances, the learner's registration will be closed and where appropriate unit accreditation will be claimed. Only in exceptional circumstances, and with the agreement of the appropriate Assistant Principal, will a registration or end date be extended beyond the planned end date.