

POLICIES AND PROCEDURES

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Alternative formats: Large print (18pt) or audio (mp3) format of this document is available by emailing executiveadmin@orpheus.org.uk

Attendance and Punctuality Policy

Policy statement

This policy outlines the approach taken by Orpheus to encourage excellent attendance and punctuality in order to support learner achievement.

To achieve this we must:

- Set high expectations for attendance and punctuality at all timetabled sessions
- Work in partnership with learners and, where applicable, their parents/carers, to embed a culture of reliability and commitment
- Monitor and take action to improve attendance and punctuality where necessary

Scope

This policy applies to all Orpheus learning programmes. This includes both onsite and online delivery.

Definitions and explanation of terms

For the purposes of this policy, the following terms are defined:

MIS – Management information system

Tutor - The term tutor in this document includes the roles of Curriculum Managers, tutor, Assistant Principals and encapsulates the full range of skills and responsibilities demonstrated by staff.

Student Services – this includes the role of student service administrator, EHCP support and reviews coordinator, student admissions officer and Student Admissions & Funding Manager

Learning and Care staff – this includes tutors, learning support care assistants, learning support assistants and any other staff supporting in the learning environment.

Roles and responsibilities

The Principal

The Principal will ensure that adequate resources are made available to implement this policy and carry out any necessary remedial action or amendments to this policy.

The Assistant Principals – Curriculum and Quality/SENCO

The Assistant Principals are responsible for monitoring learner attendance and in particular any learner deemed to be 'at risk' acting in a timely manner to address and support the individual to increase attendance where possible

Senior Managers/Departmental Managers

Senior Managers/Departmental Managers shall ensure that the policy is implemented within their department. This will include:

- Curriculum Manager – Skills for Life
- Curriculum Manager – Arts and Performance
- Support Leads

Tutors' Responsibilities

Electronic registers should be completed within five minutes of the lesson/activity commencing. Repeated failure to update registers will result in disciplinary action.

Learners must always be admitted to the lesson no matter how late they are attending.

Lateness must be addressed robustly and appropriately, but this does not include turning a late learner away from the lesson, as this is counter-productive to learning.

Tutors will discuss the reason for lateness with individuals at appropriate times during the lesson so that other learners are not disrupted.

Good teaching in the classroom has a positive impact on attendance and motivation for learning. Orpheus audits the quality of lessons and patterns of attendance to identify any potential issues.

We will support learners who struggle to/or cannot tell the time, including devising appropriate strategies in support of being punctual and attending their studies.

Learning and care staff must report any patterns of poor attendance and punctuality to the Assistant Principals so that these can be investigated and monitored.

Any learner absence that is unplanned or which has not been agreed in advance should be followed up by student services on the same working day.

Reception will monitor phone messages and report any absence to members of staff conducting sign in.

Learner Responsibilities

Attend all lessons on their timetable and arrive before the start of the lesson properly equipped and prepared.

Always inform the college in advance of any unavoidable absences. Learners should be aware of what will be considered an authorised absence. Where the absence is unauthorised the register will be marked accordingly.

Understand the expectations of attendance, and the potential consequences of poor attendance and punctuality in relation to their progress, achievement, and employability.

Avoid going on holiday in term time.

Arrange health and other appointments out of college hours, where possible.

Not have work commitments that clash with their college timetable; any absence for work will be unauthorised by the college (except where it is agreed work experience)

Make arrangements to catch up on any work missed during their absence with support as required.

Principles

Expectations of Attendance and Punctuality

The expectation is that attendance and punctuality should be 100%. However, we understand that our learners may have medical conditions, care and support needs that may find attendance and punctuality challenging at times.

Orpheus aims to support learners in understanding the importance of being punctual and attending to maximise the most out of their learning opportunities and in preparation for their future plans such as work, living independently and community involvement.

Reporting absence

Absence due to illness or other reason should be reported to the College by 8:45am on the first and every subsequent day of absence. This can be done by emailing absence@orpheus.org.uk or calling reception on 01883 744664.

Learners need to give the reason for absence, and how long they expect to be absent.

Recording attendance

A register is taken for every lesson in College. Tutors mark a register and the data is stored on Databridge, our MIS.

Registers have the following options to report attendance:

- **Present**
- **Absent**
- **Absent with Reason**
- **Late**
- **Late with Reason**
- **Therapy**
- **Work Experience**
- **Session Cancelled**

After 5 minutes into a session learners will be marked as late. If given an appropriate reason, this can be marked as late with reason. Until a learner arrives they will be marked as absent.

Registers must be initially completed within the first five minutes of each session.

Monitoring of attendance and punctuality

Monthly reports will be conducted to track and monitor attendance and punctuality. This will be carried out by the Assistant Principal – Curriculum and Quality and reported onto the learning management and safeguarding teams.

If attendance or punctuality falls below 90% in any given month, the student will be deemed 'at risk' and interventions will be put in place to support the improvement of attendance and identify potential barriers to attendance.

Personal tutors will discuss and co-produce an action plan with SMART targets set to support learners' attendance. This will be reviewed by personal tutors and reported to the Assistant Principal - Curriculum and Quality. It is vital that strategies and approaches are done in partnership with learners.

If there is no improvement to a learner's attendance or punctuality, then further discussions will take place and could include parents/carers to provide additional support for learners. Further strategies will be implemented in partnership with learners and their parents/carers. Further monitoring will then take place to see if improvements have been made.

External Reporting

Should attendance not improve following substantial interventions, the college has a duty to report to relevant local authorities whereby a placement review may be implemented.

For absences over two college weeks in total, this must be communicated to the individual's local authority.

Absence requests

Learners are expected to take holidays and make appointments outside of term time/college hours, however, we understand that sometimes unexpected events arise. If learners need to take leave of absence in term time, approval must be sought from Assistant Principal – Curriculum and Quality or Curriculum Manager.

Authorised Absences

Absences will only be authorised if the College know in advance there is a good reason, this excludes emergency situations such as hospitalisation where this will be authorised retrospectively.

The following reasons are as follows:

- Medical appointments which cannot be made outside of timetabled hours
- Known medical condition e.g. mental health condition such as anxiety / depression; asthma; Crohn's disease;
- Religious holiday
- Attendance at a funeral
- Severe disruption to the transport network
- Driving test
- Responsibilities for caring for a close family member (If this is likely to affect a learner, discussion should be initiated by their personal tutor).
- Participation in a significant outside activity e.g. taking part in a regional or national event
- A visit to another education placement either to attend an open day or for an interview

The following reasons for absence are not acceptable:

- Holidays/leisure activities
- Part time employment

- Birthdays
- Driving lessons
- Shopping

The above list is not an exhaustive list and the College reserves the right to decide what is and is not an acceptable reason for absence. The College recognises that known medical conditions and care responsibilities of family members may affect a learner's ability to attend College. These should be declared at enrolment or as soon as known. Where there are a high number of authorised absences due to a known condition/circumstance a review meeting will be held to minimise the impact on study.

Training

All tutors will receive training in recording and monitoring attendance and punctuality. Personal tutors undergo training on setting and reviewing SMART targets.