

ATTENDANCE & PUNCTUALITY POLICY

Date Approved:	January 2018
Approved by:	Principalship
Review Date:	January 2019
Responsible Manager:	Assistant Principal Student Experience
Principalship Lead:	Vice Principal Curriculum & Support

SCOPE AND PURPOSE

Attendance and punctuality are integral and fundamental to all learning. The College/UCEN Manchester has a no tolerance policy on non-attendance and lateness.

POLICY

The core expectation for **all** students is:

- 100% attendance
- 100% punctuality

MARKING REGISTERS

Accurate and timely completion of a register is a contractual obligation for all staff members. The register represents auditable evidence that teaching and learning has taken place. Learning must start at the time stated on the register, and must finish at the designated time. In some circumstances, the register can be used as evidence in judicial proceedings. Registers should be marked and submitted as soon as possible after a class starts, and as a maximum 48 hours after the lesson has been completed. Registers can be recalled up to 48 hours after the class has finished in order to update a register mark (for instance with details of a student's lateness).

To access a register from the College intranet:

- Resources
- College data (ebs On Track)
- Username is the first part of the individual teacher's e mail address
- Password is the network password
- Click log on.

To access a register from a mobile device (connected to the college network):

- <http://ebsontrackhub-live.ltegroup.co.uk/>

A staff member's unmarked registers can be found under the "My Registers" link.

The following are acceptable register marks:

Mark	Meaning	Author
/	Present	Teacher
0 (zero)	Absent	Teacher
S	Sickness (or other notified absence)	Admin / Teacher
N	Authorised absence (non-attendance agreed)	Teacher
L	Late	Teacher
I	In Study (organised and supervised learning activity)	Teacher / Tutor
F	Course or module achieved	Teacher / MIS
C	College closure	MIS
W	Withdrawn	MIS
T	Transferred	MIS

- ❖ Students should be marked **PRESENT (/)** on an official register linked to the timetable when they are **ATTENDING** the following activities:
 - Core programme
 - English & maths
 - Tutorials
 - Employability
 - Exams

- ❖ If a student is **LATE** then their presence should be recorded (**L**) and their lateness recorded (in minutes)

- ❖ Other programme of study activity that is a supervised and organised learning activity includes (but is not limited to) the following and should be marked as **I** on the register denoting that the student is **IN STUDY** but not present in class.
 - Volunteering
 - Work experience (placements/work related activity or projects)
 - Trips and visits
 - Planned personal, directed study (if this is not supervised then should this be an N)
 - Enrichment
 - On-line learning
 - Industry placement
 - Booster classes
 - Revision classes

- ❖ The Manchester College and UCEN Manchester accepts that there are occasions when it is not possible for a student to attend, and under certain circumstances it is acceptable for **NON-ATTENDANCE AGREED** (an authorised absence) and this should be marked as **N** on the register. Promonitor record must be updated to reflect the reason for the authorised absence.
 - Religious holidays
 - Hospital appointments
 - Diagnosed medical conditions

- Family bereavements
 - Suspension
 - University interviews
-
- ❖ Where a student is **ABSENT** and the reason is not notified or authorised, a **0 (zero)** should be recorded
 - ❖ Where a student or their parent/ guardian has telephoned the reception to notify of **SICKNESS**, medical appointment or other issue preventing attendance (evidence is not required) then their notified absence is recorded as **S**.
 - ❖ Where the student has **FINISHED** and achieved a class, module or course then the register should be flooded forward with **F**.
 - ❖ Where the classes are cancelled by the College, then registers will be amended centrally by MIS to reflect the **COLLEGE CLOSURE** and a mark of **C** will be used. Reasons for closure could include (but are not limited to):
 - Force majeure
 - Examinations
 - ❖ When a student is **WITHDRAWN** from their course in MIS, then MIS will over-write their attendance marks with a **W** from the last positive date of attendance. The teacher / tutor should use the ABSENT MARK (0) to reflect the non attendance in the class until the enrolment and register is amended.
 - ❖ When a student is **TRANSFERRED** to another course in MIS, then MIS will over-write their attendance marks with a **T** from the last positive date of attendance. The teacher / tutor should use the ABSENT MARK (0) to reflect the non attendance in the class until the enrolment and register is amended.

COMPLETION OF REGISTERS

Registers must be completed at the **BEGINNING** of a lesson or practical session.

Registers must be completed electronically unless otherwise agreed. There is no need to retain a paper based back up of the register taken as the electronic register is fully backed up and accessible via the intranet.

Where a paper-based register is being used (only with the Assistant Principal's approval), the data should be entered into the system within **24 hours** of the class.

Blank registers will not count in the overall attendance where a student starts a course after the actual commencement, all dates prior to the first date of attendance do not count and must be marked as not required (MIS will automatically populate the registers with **N**).

Where a tutor marks a register as **FINISHED** for a student, MIS should automatically flood fill that register forward with an **F** mark.

Students not on the register may be added in for one lesson only. Adding a student as a stranger to a register does not automatically create an enrolment. Details of the register to be amended must be submitted to MIS as soon as possible after the lesson.

SICKNESS AND ABSENCE

Where a student or their parent / guardian contacts the **Attendance and Punctuality Line** (Appendix A), then the Reception will complete the register for that individual student, and mark all classes for the given period of absence with an **S**.

Where an adult* student is absent without notification, then the local administration team will contact the student to enquire as to the reason, to offer support and encourage the student to attend at the next opportunity. (*The definition of an adult student in this context is one a student who is studying in a discrete class for adults, as opposed to infilling into a further education course). The detail of this follow up will be recorded as a comment for the attention of the Personal Tutor on their ProMonitor record. A report on adults who are absent (**0**) will be e mailed to the appropriate campus administration attendance e mail address the following day in order that the administrators can follow up the absence.

Absent students who are under the age of 18 at the start of their Programme of Study will have their absence followed up as soon as is practicable. Achievement Tutors and Learning Mentors will check all classes for absent students within the first hour of the day, and will follow them up in an expedient fashion in order to encourage the young person to make every effort to attend their timetabled classes on that day. The detail of this follow up will be recorded as a comment for the attention of the tutors on their ProMonitor record. A report on absent students will be e mailed through to the Personal Tutor identified on ProMonitor the following day in order to ensure that either they or the Achievement Tutor (if different), can follow up the absent student in a timely fashion.

COVER

Where a member of staff is not available, the designated cover teacher should mark the register by looking up the register of the member of staff who is off sick and completing it. Cover registers can only be completed by someone from that member of staff's own department. If another tutor is covering from a different department (for instance a Functional Skills teacher cover a GCSE class), then the register will have to be submitted to MIS for completion. Both the timetabled teacher, and the cover teacher will be credited with the registered hours against their caseload.

MONITORING

Attendance of all students will be monitored at least weekly.

Completion of registers will be monitored by line managers at least weekly.

TRAINING

All teachers should complete the Register module on iLearn in order to verify that they understand the Attendance and Punctuality Policy and their contractual obligations.

Please see Appendix A attached.

Please see Appendix B for the procedure for attendance and punctuality reporting and monitoring.

EQUALITY, DIVERSITY AND INCLUSIVITY

Students can expect an inclusive and supportive learning environment whatever their background.

ALIGNED POLICIES AND PROCEDURES

- Safeguarding Scheme
- Single Equality Scheme
- Disciplinary Policy
- Student Support Policy

LOCATION AND ACCESS TO THIS POLICY

- Staff Intranet
- Student Handbook
- Student Intranet

APPENDIX A

Attendance and Punctuality Lines

CAMPUS	ADMINISTRATION CONTACT DETAILS
FIELDEN	0161 674 7405 attendancefc@tmc.ac.uk
CITILABS	0161 674 1523 attendancecitilabs@tmc.ac.uk
NICHOLLS	0161 674 4853 attendanceNicholls@tmc.ac.uk
HARPURHEY	0161 674 3208 attendanceNMSF@tmc.ac.uk
NORTHENDEN	0161 674 8132 attendanceNC@tmc.ac.uk
OPENSHAW	0161 674 2962 0161 674 2282 attendanceOpenshaw@tmc.ac.uk
SHENA SIMON	0161 674 7123 attendanceSS@tmc.ac.uk
ST JOHNS	0161 674 2266 attendanceSTJ@tmc.ac.uk
WELCOMB STREET	0161 674 2600 attendanceWelcombStreet@tmc.ac.uk
WYTHENSHAWE	0161 674 7800 attendanceWythenshawe@tmc.ac.uk

APPENDIX B

Procedure for Attendance and Punctuality Reporting and Monitoring

SCENARIO	ACTION	WHO	RESOURCES/NOTES
1. The student isn't present at the start of the class	Register is marked at start of class "0"	Teacher	Where students are absent from class, tutor to mark as absent and submit the register. Classes at the start of the day will be monitored by Achievement Tutors/ Mentors and attendance followed up immediately.
2. Adult student isn't present at start of class	Register is marked at start of class "0"	Teacher	Administrators will follow up the absence the next day if it has not been notified.
3. Student/ parent calls or e mails the campus to report an absence	Call received and information logged on ProMonitor. Registers marked for student with an S to indicate that the absence has been notified	Admin	Campus attendance phone number/ email address as advertised. Achievement Tutor/ Learning Mentor to follow up as appropriate.
4. ProMonitor notification alert received by Personal Tutor/ Achievement Tutor	Contact made with student within 24 hours	Achievement Tutor/ Learning Mentor/ Personal Tutor	All notifications in place.
5. Absence notified and prompts register change	Class teachers amend register based on email alert/ ProMonitor notification from admin team via ProMonitor using S	Teacher	Tutors to update register as per email alert. Where no email alert, register mark stays as absent. *Register can only be recalled up to 48 hours after the class, and late notifications must be submitted to MIS.
6. Student absent with no notification	Teacher completes register with zero 0 . Initial contact with student by Achievement Tutor. Achievement tutor notified of outcome/track attendance and further contact if required	Achievement tutor / learning mentor / personal tutor	Record outcomes on ProMonitor
7. Student turns up to class late	Student admitted to class. Teacher to	Teachers	Teacher updates register, and if sets student a SMART target

SCENARIO	ACTION	WHO	RESOURCES/NOTES
	indicate that they will speak to the student at the end of the class to discuss lateness. Register recalled and attendance mark amended to L		on ProMonitor to ensure that any missed work is completed.