

**Student Attendance Policy**

1. **Policy Statement**

Attendance refers to the scheduled time spent on Trans4m programmes, and this can be categorised as classes, workshops, work placement or tutorials/enrichment as specified on the student’s timetable / learning agreement or individual learning plan.

Regular and consistent attendance at Trans4m is expected and is critical to any student’s success and achievement of their learning goals. Lateness and poor attendance are treated seriously and may trigger our safeguarding procedures. Regular lateness can be one of the main signs of disengagement or it may be a warning sign of a safeguarding issue.

It is good practice for parents / guardians / associated professionals to be informed of student absences and this will be undertaken by the keyworker.

In respect of Further Education full time learners, ESFA funding is directly related to attendance and is monitored on a termly basis.

Each case of absenteeism is different and will be treated individually. Trans4m accepts the many causes of absenteeism exist and will work closely with learners on an individual basis to best address the needs and wants of each learner.

1. **Scope**

This Policy applies to all learners undertaking a course of education. The attendance criteria for different groups of learners have been identified and addressed under group headings.

1. **Legislation**

No legislation is applicable to this Policy

1. **Responsibilities**

Students are expected to attend all of their timetabled sessions, unless prior agreement has been made and agreed with their tutor or keyworker.

Tutors are responsible for recording attendance within 15 minutes of the start of a session. The office manager is responsible for reporting attendance to schools for pre 16 learners within 30 minutes of a session beginning.

The department tutors are responsible for the timely response to student attendance issues, and the reporting of such issues to the Student Welfare Manager and office administration where appropriate. Personal/Course tutors are required to monitor student attendance (via registers and EBS agent reports) and to address issues of absenteeism according to this policy.

It is the responsibility of the tutor / keyworker to record and notify the office as soon as a learner is known to have withdrawn from their programme. It is the responsibility of the office manager to notify contract stakeholders to remove students from the EBS / CLM system on receipt of notification or when identified by teaching staff.

**Children missing in education,** can be a warning sign to a range of safeguarding issues, it is important that we identify any warning signs and put strategies in place to reduce the risk of them going missing in the future. This includes when problems are first emerging but also where children are known to local authority care as going missing from education may increase known safeguarding risks within the family or in the community.

1. **Actions to Implement and Develop Policy for all Learners.**

Students or parents are expected to report absences to their course tutor or to the office, this information will be communicated to all staff via the “MS Teams” attendance chat.

All departments have a mobile contact number that students will be given during induction. If a student is not going to be attending or will be late for a particular session, they must inform their tutor via the mobile contact at the earliest opportunity. If the session is maths or English the contact should be made to the English tutor support mobile or the office.

Tutors are responsible for contacting students on a daily basis if no notification of absence has been reported, and the learner log should be completed with anticipated date of return.

Students expecting prolonged absenteeism should contact their personal/course tutor to discuss the possibility of an alternative study arrangement. In addition, students can contact the student welfare manager, if they wish to discuss reasons for prolonged absenteeism, and where pastoral support can be offered.

Individual instances of absenteeism should always be raised by personal/course tutors, either with the student informally or through tutorials.

Tutors are expected to make a professional judgement on whether or not an attendance mark is given (e.g. in the event of a late arrival due to weather conditions) or an absence is approved in advance. This judgement will also consider whether equality issues could have any bearing on the student attendance levels, and make suitable allowances where this occurs. Examples could include: attendance at recognised religious events or festivals, change in mobility arrangements for less able bodied learners, specialist medical appointments that can not be undertaken outside of existing timetabled events.

Completion of registers, notification of withdrawal and exit interviews remain the responsibility of all teaching staff in conjunction with the student welfare manager and Head of the Centre.

If a student has had four consecutive weeks of non-attendance then they must be withdrawn from the course in line with the ESFA funding regulations. This ruling applies, unless, for example there are specific individual student problems and then the need to extend would be discussed and agreed between the learner and tutor concerned. It is the responsibility of the Personal/Course Tutor to inform the office, so that the withdrawal process can be completed by the office manager.

Regular and consistent attendance at Trans4m is expected and in some areas the Awarding Body dictates the attendance level expected. Where specific attendance policy is dictated by the awarding body, then this will be adhered to by the programme administrators. It is the Tutor’s responsibility to make students aware of the Awarding Body’s attendance requirements and ensure that they attain them or make alternative attendance arrangements.

1. **Study Programme Students**

The centre will record and report to Contract stakeholder:

o Students who fail to report within 10 days of the start date

o Students who discontinue their studies

o Students whose attendance levels fall below 85%, measured by events over a four week period

o Any student absence record which is not consistent with a full time study of over 15 hours/week

The Centre will inform all students via their main email contact where their absence record:

o Is higher than 20%, or

o Their absence record shows no attendance within the last three weeks

Unless the student immediately contacts Trans4m to provide evidence to support their absence, they will be reported as having left their course of study, and that they are no longer enrolled at the Centre.

1. **School Students**

The centre will report to schools:

o Students who do not attend their first day of learning

o Students whose attendance levels fall below 85%, measured by events over a four week period

o Students who discontinue their studies

**All students** are required to provide changes to their personal details to the centre so the MIS system can be updated. This will ensure staff can contact them to clarify all periods of non-attendance that may affect their continuation to study.