

Reigate College

**Attendance and
Punctuality Policy**

2016-17

1) Statement of Principle

Reigate College aims to provide students with an environment that will aid them to make a smooth transition from school to the world of higher education and employment. The Students' Code of Conduct states that we are aiming to encourage all students to 'maintain high standards in [their] personal behaviour'. These aims relate to the development of the whole person. An important aspect of this development involves the student taking responsibility for their own learning by meeting clearly defined targets and expectations.

Statistics prove that poor attendance and punctuality has a serious effect on outcomes within education. Attendance below 95% has been shown to result in an average reduction of one grade at A level per subject and this can increase to two grades if further attendance issues are evident. Consequently, Reigate College expects all students to attend all their timetabled lessons in order to maximise their individual personal achievement.

2) Expectations of students

- Students take responsibility for their attendance and punctuality thereby maximising their learning potential.
- Students are expected to attend all their timetabled activities, including the compulsory weekly Tutorial.
- The College day begins at 9.00am and ends at 4.15pm. Students need not attend College for periods in which they have no timetabled activities, provided that a member of staff does not require them for a College commitment.
- Students should arrive promptly to all classes.
- Students should follow procedures for attendance and punctuality e.g. submitting signed parent/ guardian letters or documentary evidence from a relevant health professional/ practitioner with individual dates clearly covered.

3) Objectives for Parents/ Guardians

- To be fully supportive of Reigate College with regard to attendance and punctuality.
- To support Reigate College and their child(ren) by not requesting authorised absence for holidays during term time and, where possible, minimising all other authorised absences e.g. medical appointments, if at all possible.
- To follow Reigate College's attendance procedures by contacting, or ensuring the student contacts, the College on the first day of absence before 10.00 and thereafter following with a signed letter detailing all days the student was absent.

4) Absence

- The College is allowed to deem an absence as being 'authorised'. It will be assumed that any absence is unauthorised unless there is a valid reason otherwise.
- It is the student's responsibility to notify the College of any absences as quickly as possible (ideally in advance, via Reception, if the absence is planned). For examples of reasons why an absence could be authorised, please see the Reigate Portal – Rules and Regulations Associated with Attendance.

<http://portal.reigate.ac.uk/Portal/handbook/rules#28>.

- If a student has a serious medical condition which leads to extended absence, they will be supported to keep up with their studies as far as possible.
- If it becomes unviable for a student to complete their study programme, due to ongoing health issues, Pastoral staff will meet with the student and parent/ guardian to discuss further, and the College's Fitness to Study policy may be applied.

5) Punctuality

- A student is late if they enter the class after the published 'start' time.
- If a student is late, they should knock on the classroom door and wait outside the room until asked to enter.
- It is not College policy to refuse students access to lessons on the grounds of poor punctuality. However, on rare occasions it is accepted that the teacher may wish to use discretion in this matter. Any student who is not allowed entry to class will be sent to the Independent Learning Centre to work and be asked to return to class at the end of the lesson/ day. This will be recorded on the register.

6) Monitoring attendance and punctuality

- Regular attendance checks will be carried out. If students' actual attendance percentage falls below expectations, parents will be contacted, and monitoring procedures will be implemented (see below).
- The attendance and punctuality of students is also reported to parents/ guardians via Interim Reports.
- Tutors receive a printout of their tutees' attendance and punctuality, and they discuss this with the student at the weekly tutorial.

7) Monitoring procedures for students with poor attendance/punctuality

- Regular reporting to tutor and parents/ guardians as stated above.
- If attendance/ punctuality falls below expectations, a warning letter will be issued. Three-weekly registers will be sent home for the remainder of the year.
- If no improvement is seen, the student will be moved to the next stage i.e. 'Non-Entry' for exams in all subjects. They will then be closely monitored by their Senior Tutor/ Associate Pastoral Director. Parents/ guardians will be informed in writing.
- If attendance/ punctuality remains below College expectations the student will be moved to 'RD' status (Risk of Discontinuation for attendance or punctuality) and will be seen weekly by their Pastoral Director. Parents/ guardians will be informed in writing.
- If a student is still unsuccessful at significantly improving their attendance/ punctuality at this stage, parents/ guardians will be informed in writing and/or a formal meeting will take place, and the student may then be withdrawn from College roll.