



## **Attendance and Punctuality Policy**

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## **1 Introduction**

- 1.1 Reigate college aims to provide students with an environment that will enable a smooth transition from school to higher education, apprenticeship or employment.
- 1.2 The Student Code of Conduct states that the College is aiming to encourage all students to maintain high standards in their personal behaviour. An important aspect of this development involves taking responsibility for learning and meeting clearly defined targets and expectations.
- 1.3 Statistics prove that poor attendance and punctuality have a serious detrimental impact on outcomes in education. Attendance below 95% has shown to result in an average one grade reduction per subject. As a result, the College expects all students to attend all their timetabled periods to maximise their potential achievement.
- 1.4 Attendance is measured as actual attendance i.e. present at the session and adjusted attendance e.g. this is where a parent/guardian has contacted the college and verified the absence of the student.
- 1.5 To support students with their attendance the College has appointed a Senior Leader for Attendance, a member of the Senior Leadership Team responsible for strategically leading attendance improvement. The Senior Leader for Attendance oversees attendance data analysis, ensures compliance with statutory duties, and coordinates whole college approaches to removing barriers to attendance. The Senior Leader for Attendance for the College is Louis Strover, Assistant Principal (Pastoral and Progression). This role is recognised as part of the overall College's safeguarding framework, reflecting the statutory guidance linking attendance to welfare, safety, and inclusion.

## **2 Disability and Reasonable Adjustments**

- 2.1 The College complies with the *Equality Act*, along with *Statutory Guidance and Additional Resources for Trusts* and will make reasonable adjustments to its processes, procedures and decision-making as reasonable and relevant.
- 2.2 Should a student consider that they require reasonable adjustments to engage in College study and activities and fulfil their potential at the College, the College encourages all students to discuss this with an appropriate member of staff at the earliest opportunity. For full details students and parents/guardians should read the Health and Wellbeing Ready to Study Policy along with Learning Support Policy found on the College website [www.reigate.ac.uk/the-college/college-policies](http://www.reigate.ac.uk/the-college/college-policies).
- 2.3 If a student has very low actual attendance but a high level of authorised absence, this remains a concern, as they will be missing vital learning, even for valid reasons. In such cases, the College will require evidence such as but not limited to medical evidence to support the absences. Wherever possible, reasonable adjustments will be made to support the student's learning. However, after careful consideration, the student may still be subject to the College's attendance and punctuality procedures and/or the Health, Wellbeing and Readiness to Study Policy, including progression through the relevant intervention stages.
- 2.4 We recognise that continued non-attendance at college can be an indicator of other vulnerabilities therefore if the College has concerns around a student's welfare due to non-attendance safeguarding procedures may be applied. If there are any safeguarding concerns about a student, then contact the College at [safeguarding@reigate.ac.uk](mailto:safeguarding@reigate.ac.uk).

## **3 Overview**

- 3.1 Whole-College Culture of Attendance:
  - 3.1.1 The College promotes a whole-college culture where sustained excellent attendance is essential for learning, wellbeing and safeguarding, with all staff contributing to early identification and support.

- 3.2 At the start of the academic year, a student's examination status will be 'Progression' for Lower Sixth
- 3.3. For Upper Sixth students, their examination status will be 'Entry' all subjects, see 10.1 for status variations.
- 3.4 As the academic year progresses, where there is cause for concern in respect of a student's approach and/or commitment to studies and their performance in respect of the same, a student may progress through a three staged disciplinary process, which will be determined by the extent of a student's attendance, punctuality and commitment to the course, based on a consideration of the following performance indicators at Interim report windows, see the [Work Performance Policy](#). Attendance and punctuality are in relation to all subjects and link to students for their exams/coursework/NEA:

3.4.1 Holistic student performance is measured by:

- Actual attendance in lessons/study activities and punctuality
- Class Ethic - with the class teacher/inside the classroom, including behaviour
- Independence - without the class teacher/outside the classroom
- Meeting deadlines for the submission of homework and coursework, and the quality of the work produced
- A comparison of the target grade and current working grade

## **4 Expectations**

4.1 Students are expected to attend all timetabled periods.

4.1.1 The College day begins at 9.00am and ends at 4.15pm. Students do not need to be present in College for periods when they have no timetabled activities, provided that a member of staff does not require them to attend for a commitment/meeting.

4.1.2 A student's timetable may change throughout the academic year. This means that students are not permitted to obtain regular commitments such as employment, volunteering and driving lessons in their free periods, unless they can be immediately ceased if they are required to attend College either on a one-off basis or due to a timetable change.

4.1.3 It should be noted that students are required to attend centralised off-timetable days during the year including Get Ahead Day, Equality and Community Day, Progression Day and College wide Community days which often require students to attend during periods when they may normally be free.

4.1.4 The weekly Tutorial and additional support lessons are classed as timetabled periods, and therefore, attendance is compulsory.

4.2 Excellent punctuality is vital to ensure students are ready to learn and do not miss important teaching time. Students should make their way to timetabled periods upon hearing the College bell.

## **5 Objectives**

5.1 Students must take responsibility for their attendance and punctuality to maximise their potential achievement.

5.2 Students and parents/guardians must follow procedures for attendance and punctuality including submitting evidence for absence from the relevant parent/guardian/health professional.

5.3 Parents are required to fully support the College in reiterating the importance of excellent attendance and punctuality.

5.4 The College does not authorise holidays during term time as they have a significant detrimental impact on learning. Students and parents/guardians are expected to adhere to this expectation. Where possible, all appointments including medical and driving assessments should be organised for College holiday periods.

## **6 Absence**

6.1 The College will deem all absences as unauthorised unless there is a valid reason verified by a parent/guardian. It is the parent/guardian's responsibility to notify the College of any absence as quickly as possible.

6.2 For planned absences, such as a doctor's appointment, operation or university visit, parents/guardians should give at least 5 days' notice. This should be done by emailing [attendance@reigate.ac.uk](mailto:attendance@reigate.ac.uk).

6.3 In-term holidays will not be authorised by the College.

6.4 All registers will be marked for each student. The register marks used will be:

- Present
- Absent
- Late
- Late B (which allows for transport considerations)
- Sickness/medical (parent/doctor authorised/confirmed)
- Sickness/Medical (student notified) - the student notified will be changed once parents have notified

6.4.1 In addition, registers marks could be no lesson took place, college visit, interview/test.

6.5 Parents should report absences through the College portal where it is also possible to view students' attendance and punctuality levels. If this is not possible then absence should be reported to [attendance@reigate.ac.uk](mailto:attendance@reigate.ac.uk).

## **7 Punctuality**

7.1 A student is classed as being late if they arrive at a timetabled session after the published start time.

7.2 Students who are late for lessons are required to knock and wait to be admitted. The teacher will admit the student at a time that is convenient to the flow of the lesson, which does not disrupt the other students.

7.3 It is not College policy to refuse access to students on the grounds of poor punctuality. However, students are required to comply with the knock and wait procedures, as outlined in Parental Handbook.

7.4 If students are late to the first period of the day due to transport issues, they will be marked Late (B). This mark is not used at other times of the day as students will have adequate time to make their journey into College even with transport disruption.

7.5 The college shares Attendance Data in line with the Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024, in addition the College may share attendance data with the local authority, DfE and authorised partners for safeguarding and statutory monitoring.

## **8 Monitoring Attendance and Punctuality**

8.1 Parents/guardians will receive an email at approximately 6.00pm on the day of any unauthorised absence, outlining the periods missed on that day. This is automated and unfortunately cannot be stopped on an individual basis. In addition, if the Attendance Officer is informed of an absence after 2.00pm on the day of absence this may not be processed in time, and it is likely to trigger an automated email. However, this will be corrected on the next working day.

- 8.2 The attendance and punctuality of students is also reported to parents/guardians via Interim Reports approximately every six weeks. Students and parents/guardians can view attendance and punctuality on a more regular basis via their respective Portals.
- 8.3 If College expectations are not met with regards to attendance and/or punctuality, then Upper Sixth students may be charged for their exams, coursework or NEA. Lower Sixth students will not progress to the next stage of their course.
- 8.4 Tutors receive a weekly report of their Tutees' attendance and punctuality. They will then address any concerns with students in their weekly Tutorial session.
- 8.5 Regular reports on attendance and punctuality are issued to College managers throughout each term.
- 8.6 Where there is a cause for concern in respect of a student's punctuality and attendance, a student may be subject to a three-stage disciplinary process as follows:

Stage	Upper Sixth	Lower Sixth	By whom
Stage 1	Attendance and/or punctuality (Fee Charging)	Attendance and/or punctuality (Non-Progression)	Tutor
Stage 2	Attendance and/or punctuality (Fee charging)	Attendance and/or punctuality (Non-Progression)	Tutor Senior Tutor or PSM
Stage 3	Attendance and/or punctuality (Fee charging)	Attendance and/or punctuality (Non-Progression)	Tutor Senior Tutor or PSM Member of SMT

- 8.7 Early Support-First Approach:
- 8.7.1 The College adopts a support-first approach, working with students and families to remove barriers before escalation. Interventions may include pastoral support, reasonable adjustments or multi-agency involvement.
- 8.8 Working in Partnership with External Agencies. The College works with local authorities, health partners and safeguarding agencies to address persistent or severe absence and share relevant information appropriately.

## 9 Procedures for Low Attendance and/or Punctuality Students

9.1 Each half term, attendance and punctuality checks are undertaken. Students with attendance and/or punctuality below the expected 95% actual attendance and/or punctuality and adjusted attendance and/or punctuality (which incorporates authorised absences and/or lateness), will be issued with a Stage warning as per the following:

### 9.2 Stage One: Tutor

- The Tutor monitors the attendance and punctuality of the student with regular communication with the students
- Tutors will receive weekly attendance and punctuality data to enable monitoring and conversations with students about any concerns or issues or praise for good attendance and punctuality
- Any cause for concerns will be recorded on the ILP by the Tutor
- Parent/guardian will receive automated emails about absences (see 8.1)
- The student is supported to improve their attendance and punctuality where there are concerns and any additional support or interventions are added where required

- Progress is monitored and the outcome is reflected in the next Interim Report (approximately every six weeks). The student may move up, stay the same, or move down a stage of the attendance and punctuality policy

### **9.3 Stage Two: Senior Tutor (ST) or Pastoral Support Manager (PSM)**

- The student is spoken to by the Senior Tutor or Pastoral Support Manager
- Clear targets are agreed upon and documented on the student's ILP
- The Senior Tutor or Pastoral Support Manager continues to support the student to make the required improvements. Further interventions are added as appropriate
- Progress is monitored by the Tutor along with the Senior Tutor or Pastoral Support Manager, with ILP entries made and Cause for Concern emails sent to the student, copying in the parent/guardian where appropriate
- Regular 'check-ins' are scheduled between the Senior Tutor or Pastoral Support Manager and the student to assess their progress
- The outcome of progress is reflected in the next Interim Report. The student may move up, stay the same, or move down the stages of the attendance and punctuality policy

### **9.4 Stage Three: Member of the Senior Management Team (SMT)**

- A meeting involving the student and a member of the Senior Management Team (SMT) is convened to discuss the procedures for 'Non Progression'/'Fee Charging'. Parents/guardians will be contacted in advance and invited to engage in the process, either by attending the meeting in person, joining remotely, or through a scheduled phone call. Prior communications – such as emails or telephone discussions – will be used to ensure parents/guardians are fully informed of concerns prior to the meeting. In the best-case scenario these meetings will be held with the young person and their parents/carers, in cases where one of the parties cannot attend, the meeting can be held with one of them. In the situation where there is non engagement or non-attendance to meetings then the meeting and procedures will begin regardless
- Clear objectives are set and recorded in the student's ILP
- Regular 'check-ins' with the member of SMT or appropriate member of staff and the student are scheduled to evaluate their progress. These meetings will be timetabled sessions and will be formally registered
- Progress is tracked by the Tutor, Senior Tutor/Pastoral Support Manager in collaboration with a member of SMT or appropriate member of staff, with updates documented in the ILP. The results of this monitoring are reflected in the next Interim Report, where the student may advance, maintain their current level, or be downgraded in the attendance and punctuality

### **9.5 Stage Three: Outcome**

- If a student fails to achieve the targets established during a Stage Three meeting, and once the subsequent Interim Report is finalised, a senior staff or member will recommend to the Principal either Non-Progression (for Lower Sixth students) or Fee Charging (for Upper Sixth students) based on the following criteria:

#### **9.5.1 Upper Sixth: Fee Charging**

- Review of attendance and punctuality data, post Stage 3
- Evaluation of comments recorded on the Individual Learning Plan (ILP)
- Determination of whether the SMART targets have been achieved whilst considering any extenuating circumstances
- Persistent actual attendance and/or punctuality below 95% may be considered a breach of the Student Code of Conduct and treated as gross misconduct. In such cases, the student disciplinary procedures will be followed

- 9.5.2 Fee Charging: The student and the parent/guardian will be invoiced for the entry fee for the examinations as detailed in the Charging Policy. Failure to pay the charge before the exam, could result in the student being unable to sit their assessment. This in accordance with ESFA guidance which states:
- “Institutions can apply reasonable conditions of attendance in order to qualify for free examination entry”.
  - “Institutions can charge for examinations and re-sits as follows: - where the required attendance or completion of work has not been achieved”.
- 9.5.3 Lower Sixth: Non-Progression
- Review of attendance and punctuality data, post Stage 3
  - Evaluation of comments recorded on the Individual Learning Plan (ILP)
  - Determination of whether the SMART targets have been achieved whilst considering any extenuating circumstances
  - Persistent actual attendance and/or punctuality below 95% may be considered a breach of the Student Code of Conduct and treated as gross misconduct. In such cases, the student disciplinary procedures will be followed.
- 9.5.4 Non-Progression: The student will immediately be removed from the course and will no longer attend lessons. A student may be offered an additional support if it is available. Where a student has only one remaining single sized subject, they may be considered to no longer have a viable programme of study and may be asked to leave College, this would be considered a permanent exclusion.

## **10 Upper Sixth**

- 10.1 If a student reaches Stage 3 by the end of their first year and is permitted to advance to the Upper Sixth year, they will begin the year at Stage 2. Students will automatically drop one stage from Lower Sixth to Upper Sixth.

## **11 Fee Charging: Progression Policy linked to Exam Entry Charges**

- 11.1 Students are automatically entered for their examinations/coursework/NEA for free provided they meet the College’s expectations for attendance and punctuality and maintain good effort grades in each subject, which are determined through the Interim Reports. However, if a student continually falls below this expectation, they can be charged the full cost of entrance to public examinations and vocational qualifications in line with ESFA regulations.
- 11.2 Students can regain Progression status or exam entry status and importantly, free entry to their qualifications by demonstrating in two consecutive Interim Reports that their attendance/punctuality meets or exceeds the College’s expectations and that they maintain an average of a grade 2 or higher for their subjects in two consecutive Interim Reports. In addition, students whose performance improves can move back down a stage by meeting the attendance and punctuality College expectations on two consecutive interim reports.
- 11.3 Charges will be made if:
- A student falls below 95% actual attendance/punctuality and 95% adjusted attendance/punctuality (which takes into consideration authorised absences) on two consecutive attendance and punctuality checks
  - As attendance and punctuality is monitored holistically i.e. all courses, the charges or Non-Progression will be for all subjects
  - Fee Charging: The student and the parent/guardian will be invoiced for the entry fee for the examinations as detailed in the Charging Policy. Failure to pay the charge before the exam, could result in the student being unable to sit their assessment or their coursework/NEA being submitted to the exam board
- 11.4 Non-Progression: The student will immediately be removed from the course and will no longer attend lessons. A student may be offered an additional programme if one is available. Where a student has only one remaining single sized subject, they would be considered to no longer have a viable programme of study and may be asked to leave College.

- 11.5 The final decision will be made by a member of the Senior Leadership Team (SLT), unless the outcome for a Lower Sixth student could result in them being asked to leave the College, in which the Principal would make the final decision. For details regarding appeals, students and parents/guardians should read the Appeals Policy which can be found on the College website.