

College Policy



Policy name:	Attendance Policy
Approval Date of Current Version:	16 th January 2025

1.	Purpose:	To inform all stakeholders of the regulations and expectations for student attendance when studying with Highlands College.
2.	Policy:	<p>There is a positive correlation between attendance and achievement. The college will work with students and will support staff to ensure the maximum attendance possible consistent with the students' individual circumstances.</p> <p>Where a student's level of attendance does not meet college requirements and they do not engage with the support offered, the college reserves the right to withdraw them from their programme of studies.</p>
3.	Definition:	<p>The Attendance Policy relates to students:</p> <ul style="list-style-type: none"> • not attending classes • persistently late in attending classes • leaving classes early.
4.	Scope:	<p>All full-time and part-time certificated provision offered by the college.</p> <p>The college recognises that at times a student's personal circumstances may impact on their ability to attend college. At such times Student Life will support the student.</p>
5.0	Operational Arrangements	
5.1	Operational arrangements - Students:	<ol style="list-style-type: none"> 1) By enrolling at Highlands College all students aspire to maintain 100% attendance. 2) The college has an expectation that a student will attend all sessions. Where a student's attendance drops below an acceptable level (<95%), they will become subject to attendance management actions by the Personal Tutor, Head of Department or Assistant Principal as set out in the college's Disciplinary Procedure. 3) If attendance falls below 85% the formal Disciplinary Procedure will be enacted by the Personal Tutor. 4) Where a student is absent, they (or their parent/carer if the student is aged 18 or under) must contact the college by telephone to 608608 or e-mail to info@highlands.ac.uk, or by Teams Chat to explain their absence at least 30 minutes before the start of the class. 5) Late arrival at class or leaving a class early will be dealt with by the Personal Tutor under the Attendance Policy and

		<p>Disciplinary Process (lateness is arrival 15 minutes or more after the scheduled start of class).</p> <ol style="list-style-type: none"> 6) When a student does not contact the college regarding an absence or is absent without appropriate justification, after the first instance they must meet with their Personal Tutor. 7) When personal circumstances impact on attendance, Student Life may be of support. 8) When a student is absent from college for a period of 10 working days or more without the college's agreement they could, depending on the circumstances, be removed from their programme of study. Medical certificates and documentation related to absences will be requested and securely stored by the Personal Tutor.
5.2	Operational arrangements - Staff:	<ol style="list-style-type: none"> 1) Tutors must take a register for all classes and, normally, online registers will be kept. Registers must be completed within 30 minutes of the start of each lesson. 2) The Administrators will review the electronic registers and make follow-up calls as required. In the instance of the registers not being marked in a timely fashion, the Administrators will visit classrooms and follow up on non-attendance. If any staff members are not marking registers in a timely fashion, this will be escalated to be dealt with by the Assistant Principals. 3) Where a student is absent, the reason for absence, if notified, should be recorded. This will be done by the tutor and/or the Administration Team member: whoever receives the information should record it in the register in EBS. 4) When an absent student does not contact the college, they should be contacted the same day by the college Administration Team at the earliest opportunity. If the student is aged 18 or under and cannot be contacted, the next of kin should be informed immediately. If the student is aged over 18 and cannot be contacted for three days, a letter asking them to make contact will be sent to their home address by the Administration Team. If there are any safeguarding concerns, the person concerned has a duty of care to report this to the Head of Department and Designated Safeguarding Officer. 5) Personal Tutors will monitor student attendance, including lateness and leaving class early throughout the year. Whenever patterns of non-attendance, etc., become apparent and before attendance reaches 85%, tutors will intervene early through face-to-face discussions and tutorials recorded on EBS to prevent poor attendance behaviours developing. Where a tutor has continued concerns regarding attendance they will meet with the student, where applicable discuss the Health, Wellbeing and Study Support Policy, and where appropriate instigate attendance management actions under the Disciplinary Process, agree targets which will be recorded by Personal

		Tutor on the EBS system under Disciplinary and be monitored by them. If the student is 18 or under the Personal Tutor is to inform the Administration Team so that a letter confirming the targets can be sent to the student's parents/carers. The Personal Tutor must record the student on a 'Risk of Non Achievement' RONA on EBS.
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Originally Approved by:	Assistant Principal Curriculum and Quality and Quality Team	
Original Approval date:	24 th March 2022	
Revised:	8 th October 2020	Revised 8 th October 2020 to reflect that registers must be completed within 30 minutes of the start of lessons and that the Administration Team are to confirm targets in a letter to the parents/carers of students aged 18 or under.
	12 th January 2022	Reviewed
	March 2022	Updated to reflect changes in the college information system.
	29 th August 2024	Reviewed and approved by Associate Principal – Governance and Compliance
	16 th January 2025	<ul style="list-style-type: none"> • Heading amended to reflect current version date rather than original date of policy. • Clause 5.1.Operational arrangements for Students (Item 4) now includes that students may contact the College by Teams Chat to inform of absence. <p>Amendments approved by Associate Principal – Governance and Compliance</p>
Supersedes:	Attendance Policy 20220112	
Supporting documentation:	<ul style="list-style-type: none"> • Student Disciplinary Procedure • Students' Guide to Disciplinary Process • Student Disciplinary Policy • Student Agreement 	

Produced by:	Registry
Next Review date due:	January 2026
To be reviewed by:	Policy Review Panel and Senior Leadership Team.