



TITLE		REF [as per register]	VERSION
Attendance, Punctuality and Absence Management Policy		LS017	7.0
APPROVAL BODY: [as per policy register]		DATE	REVIEW DATE
Corporation Board		25 th January 2024	1 st February 2025
LEAD PERSON	Group Director of Student Experience and Safeguarding		
EQIA DATE	25 th January 2024	DPIA DATE	25 th January 2024

ATTENDANCE, PUNCTUALITY AND ABSENCE MANAGEMENT POLICY

1. Policy Statement

Activate Learning is committed to its vision and mission of transforming lives through learning. We achieve this by creating an inclusive learning environment which develops the skills and behaviours that prepare learners for progression to higher education, further training, apprenticeships, or employment.

This policy outlines the approach taken by Activate Learning to encourage excellent attendance and punctuality, improving student retention, achievement, and employability skills. It also sets out the systems in place for monitoring attendance and punctuality.

2. Purpose

This policy will enable Activate Learning students to demonstrate high professional standards including the skills, behaviours, and attributes for successful employment throughout their careers. As good attendance and punctuality are key elements of employability, Activate Learning's expectations relating to attendance and punctuality mirror those found in the workplace.

3. Scope

This policy applies to all Activate Learning students, including further education, higher education, apprentices, and remote learners.

4. Responsibilities

Activate Learning expects students to attend all planned and mandatory sessions, including assessments, theory and practical sessions, tutorials, English/Maths/Functional Skills classes, work experience or placement, and prescribed enrichment sessions. Students are expected to report and provide evidence for any absence to Activate Learning in line with the Student Attendance and Absence Management Procedure.

Students are required to make a firm and explicit commitment to attend all components of their programme at the start of their course which is confirmed through signing and upholding the 'Student Agreement' via enrolment and the Student Contract during the induction period. Failure to uphold these commitments may result in a disciplinary, withdrawal from the programme, costs being incurred (e.g., for failure to attend an exam), or financial assistance being withdrawn (e.g., bursary or travel expenses), as per our Student Bursary Policy.

Persistent unauthorised absence or lateness may be dealt with as a disciplinary matter by the responsible programme area. For students under the age of 18, Activate Learning regularly inform guardians about their child's attendance and absence levels and where appropriate foster carers and/or social workers.

Staff responsibilities regarding the management and monitoring of attendance and punctuality as described in the Activate Learning Student Attendance and Absence Management Procedure. This should be read in conjunction with this Policy.

5. Commitment Statement

Expect

Activate Learning's Learning Philosophy recognises the importance of maintaining learning environments that are safe, supportive, and inclusive, whereby all students want to be, are motivated to attend and emotionally

ready to learn. We take seriously our role in developing students' ability to adhere to attendance and punctuality practices consistent with the workplace and set high expectations that students have full attendance and are punctual as it is essential to successful learning.

Activate Learning set annual attendance and retention targets which are systematically and closely monitored by Faculty, Quality & Consistency team, and the Quality of Education Board.

Monitor

Key stakeholders analyse attendance and retention data to identify patterns, target support and work closely with the local authority and other key partners to overcome barriers to attendance for the most vulnerable students.

As such, the session register is the formal auditable document used by Activate Learning to record attendance and punctuality and Activate Learning staff ensure that this record is consistently marked and accurate using an electronic management information system. Activate Learning make the necessary statutory data returns to the local authority.

Understand

Activate Learning recognises that some students experience additional barriers to attendance and punctuality, including those with medical conditions, disabilities, special educational needs, mental health concerns, or those who are disadvantaged. This also encompasses those cared for by the local authority, care leavers, young carers, young parents, recipients of free school meals, individuals from minority ethnic groups, English as an additional language or migrant students.

All students, including the most vulnerable, have an equal right to education and we understand that regular attendance serves as a crucial protective factor, allowing identification of needs and provision of support.

Our commitment to inclusivity aligns with our Student Health and Wellbeing Policy and Equality and Diversity Policy and we pay due regard to our duties under the Public Sector Equality Duty. Activate Learning will give due consideration to the individual circumstances of students with a protected characteristic, and we apply the Fitness to Study Policy when a student's health, wellbeing, or learning difficulties impact upon attendance and when it is deemed unsuitable to apply the Student Behaviour and Disciplinary Policy.

Support

Activate Learning have systems in place to identify vulnerable students promptly and have a well-recognised and coherent infrastructure of support in place. We work collaboratively with key partners such as student's, their guardians (when under 18 or 25 with an EHCP), local authority, external partners, and internal colleagues to address concerns about a student's attendance, behaviour, or welfare.

Activate Learning's recognises the importance of monitoring attendance as a safeguarding measure as identified in our Safeguarding Policy. Robust systems are in place to follow up on non-attendance, utilising the Student Attendance and Absence Management Procedure and Learners Who Go Missing Throughout the College Day Procedure.

We will make relevant referrals to multi-agency partners to address persistent absenteeism or where vulnerable children become Not in Education, Employment or Training (NEET).

References

Equality and Diversity Policy
Fitness to Study and Reside Procedure
Fitness to Study Policy
Learners Who Go Missing During the Day Procedure
Safeguarding Policy
Student Attendance, Punctuality and Absence Management Procedures
Student Behaviour and Disciplinary Procedure
Student Behaviour Policy
Student Bursary Policy
Student Bursary Procedure

Student Health and Wellbeing Policy

Department for Education – Working Together to Improve School Attendance

Department for Education – Children Missing Education

Department for Education – The Designated Teacher for Looked After and Previously Looked-After Children

Department for Education – Keeping Children Safe in Education

Appendices

N/A

