



TITLE		REF [as per register]	VERSION
Attendance, Punctuality and Absence Management Policy		LS017	8.0
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Corporation Board		29 April 2025	30 th March 2026
LEAD PERSON	Group Director of Student Experience and Safeguarding		
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ATTENDANCE, PUNCTUALITY AND ABSENCE MANAGEMENT POLICY

1. Policy Statement

Activate Learning is committed to transforming lives through learning by fostering an inclusive environment that develops the skills and behaviours necessary for progression onto further education, employment or training.

We understand that attendance and punctuality are vital to achieving positive outcomes for all students, including their safeguarding, wellbeing, and academic success. This shared responsibility is embraced across our community, reflecting our commitment to fostering a supportive environment where every student is encouraged and motivated to attend and to engage fully in their learning.

This policy outlines our approach to promoting exemplary attendance and punctuality and details the systems in place to effectively monitor and support these standards.

2. Purpose

This policy enables students to demonstrate high professional standards and workplace-ready skills, attributes and behaviours. As good attendance and punctuality are key elements of employability, Activate Learning's expectations mirror those found in the workplace, preparing students for lifelong success in education and employment.

3. Scope

This policy applies to all Activate Learning students, including those in further and higher education, apprenticeships, and online learning.

4. Responsibilities

Students:

Students are required to attend all scheduled sessions, which include practical and theoretical lessons, assessments, tutorials, English/Maths/Functional Skills classes, work placements, and enrichment activities.

They must report any absence promptly and provide appropriate evidence in line with the Student Attendance and Absence Management Procedure.

Upon enrolment, students sign the Student Agreement and Contract, affirming their commitment to full attendance and punctuality. This agreement is reinforced during the Connect to College induction period. Failure to meet these commitments may result in initiation of the Student Positive Behaviour Management Policy, or financial consequences, such as the withdrawal of bursaries or additional travel support (as per the Student Bursary Policy) or reassessment of Student Finance entitlement. Activate Learning may also impose costs for missed exams or mandatory activities.

For students under 18, regular attendance updates are provided to parents or guardians. Where applicable, foster carers or social workers are also informed. This ensures consistent communication and engagement with those responsible for the student's welfare.

Staff:

Staff play a vital role in promoting and celebrating strong attendance and punctuality, fostering a culture that prioritises consistent engagement in learning. They are responsible for promptly addressing and following up any unauthorised absences to support student well-being and participation. When concerns arise regarding a student's attendance or punctuality, staff should demonstrate professional curiosity, exploring potential barriers to engagement and working collaboratively with the student to develop effective strategies for improvement.

It is the responsibility of staff to ensure attendance and punctuality are recorded accurately and promptly using the electronic management system. This information is essential for tracking student progress, identifying attendance trends, and addressing potential concerns.

Registers will be completed on the same day that the lesson takes place unless there is a justifiable reason. Where students or apprentices are 'off-site' or studying 'in the field' registers still need to be completed on the same day, but those registers should then be submitted and transferred to REMS and the register marks updated within 48 hours. To maintain consistency across the organisation, staff must follow the Student Attendance and Absence Management Procedure.

Governors:

The Governors and Corporation Board at Activate Learning have a vital role in overseeing student attendance, ensuring a commitment to creating safe, supportive, and inclusive learning environments that value and promote excellent attendance. They monitor attendance and retention data through the Quality Performance Report, which is presented to the Corporation's Quality & Relevance Committee. This process ensures Governors provide effective oversight of strategies aimed at achieving attendance and retention targets.

Recognising the connection between attendance and safeguarding, Governors, through the Safeguarding Committee and Equality, Diversity, and Inclusion (EDI) Committee, maintain a clear focus on the attendance and retention of vulnerable groups.

This oversight reinforces Activate Learning's dedication to inclusivity, safeguarding, and supporting positive educational outcomes for all students.

5. Commitment Statement

Expectations

Activate Learning's Learning Philosophy emphasises the importance of maintaining safe, supportive, and inclusive learning environments where all students feel welcomed, motivated to attend, and emotionally prepared to learn. We are committed to fostering students' ability to meet attendance and punctuality standards reflective of workplace expectations and uphold high expectations for full attendance and punctuality as key components of effective learning and success.

Annual attendance and retention targets are established and monitored by the study programme area and the Quality & Consistency team. Attendance and retention are monitored in both the Faculty and Group Quality and Consistency meetings. These targets reflect our commitment to continuous improvement and accountability.

Monitoring and Reporting

Activate Learning ensures compliance with statutory requirements by making timely attendance returns to external partners such as the Education and Skills Funding Agency, Local Authorities, Virtual Schools, and Student Finance England.

The formal record of attendance is the session register, which must be accurately and consistently maintained by staff. Attendance and retention data are systematically analysed to identify trends and challenges. This process supports the early identification of barriers to attendance and enables targeted interventions to be implemented, supporting our safeguarding responsibilities and helps to address wider educational outcomes.

Understanding and Inclusivity

Activate Learning recognises that some students face additional challenges that may impact their attendance and punctuality. These barriers may include medical conditions, disabilities, special educational

needs, mental health difficulties, or socio-economic disadvantages. Vulnerable groups such as those with a social worker, care-experienced students, young carers, and young parents are given particular attention to ensure their educational needs are met.

Activate Learning recognises that some students may need to take an agreed break in learning, for example for economic or health reasons, parental leave or religious trips. Support systems are in place to ensure that these breaks are managed appropriately, minimising disruption to their education and progression.

Our commitment to inclusivity is underpinned by the Student Health and Wellbeing Policy and the Equality and Diversity Policy. We also uphold our responsibilities under the Public Sector Equality Duty, ensuring that individual circumstances, including protected characteristics, are considered. Where health, wellbeing, or learning difficulties impact attendance, the Fitness to Study and Reside Policy is applied in a supportive manner, rather than relying solely on the Student Positive Behaviour Management Policy.

Support and Safeguarding

Activate Learning recognises that students being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues, and that regular attendance often serves as a crucial protective factor. As such, attendance is a critical element of our safeguarding framework, as outlined in the Safeguarding Policy.

Activate Learning has robust systems to identify and support students at risk of poor attendance. Vulnerable students are promptly identified and provided with appropriate interventions. Support is coordinated through collaboration with students, their guardians (where applicable), local authorities, and multi-agency partners.

The Student Attendance and Absence Management Procedure and the Learners Who Go Missing Throughout the College Day Procedure are rigorously applied to ensure that concerns are addressed swiftly and effectively. Persistent absenteeism or disengagement is escalated to external agencies, including local authorities, where necessary. This ensures that vulnerable students are safeguarded against the risk of becoming Not in Education, Employment, or Training (NEET).

References

Equality and Diversity Policy
Fitness to Study and Reside Procedure
Fitness to Study and Reside Policy
Learners Who Go Missing During the Day Procedure
Safeguarding Policy
Student Attendance, Punctuality and Absence Management Procedures
Student Positive Behaviour Management Policy
Student Positive Behaviour Management Procedure
Student Bursary Policy
Student Bursary Procedure
Student Health and Wellbeing Policy
Health and Wellbeing Procedure for Residential Students'
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
Department for Education – Working Together to Safeguard Children
Department for Education - Supporting Pupils at School with Medical Conditions
Department for Education – Providing Remote Education: Guidance for Schools

Appendices

N/A