



Bolton College

Attendance & Punctuality Policy 2023-24



BOLTON COLLEGE ATTENDANCE & PUNCTUALITY POLICY

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1. Policy Statement

The College has an expectation that students attend all of their lessons. The term student is sometimes interchanged with learner at the College and refers to any individual who is enrolled on a course at the College:

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Return promptly after any timetabled break. Failure to do so will result in a late mark being recorded in the register. Three late marks will trigger a Positive Behaviour intervention from the teacher which must be recorded on ProMonitor.

Obtain permission from the class teacher at the start of the session if required to leave class earlier than set finishing time (attendance will be recorded on register).

Arrive at the start of the sessions properly equipped and prepared. If a student is struggling through hardship to be properly equipped, please direct them to the Student Experience Zone as we do not want this to be a barrier to attendance.

If late, enter the class quietly with minimum disruption to the session and explain to the teacher at an appropriate point.

Contact the attendance line by 8:30am on their first day of absence explaining their absence and indicating its duration. Leave a message if unable to get through. The attendance line opens at 7:30am.

Inform their Curriculum Leader if a prolonged absence is likely, to discuss the possibility of an alternative study arrangement. Their teacher or LDM can support the student in this if required. In addition, students can contact the Student Experience Zone, if they wish to discuss reasons for prolonged absence, and where additional support can be offered.

Arrange medical appointments, driving lessons, and any o (edi)2.6 (c)-2a2 Tw 0.717 06 (L17 0

5. College process for monitoring absences or lateness

Every student has the responsibility to report their absence / lateness prior to their timetabled session, via the absence line. Where the absenteeism is known in advance, the student is responsible for informing their class teacher.

Each case of absenteeism is different and will be treated individually and in line with the [Positive Behaviour](#) strategy.

If a student has had four consecutive weeks of non-attendance, then they must be withdrawn from the College in line with the funding regulations. This is the responsibility of the Head of Area.

In the case of a student having an Education Health and Care Plan, the Head of Area will arrange a meeting with the Student Experience Manager and the Head of Learning Support to agree the next appropriate action and consider the Fitness to Study Policy.

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Appendix 1 – Register Marks

Below is a list of marks that the college use on registers. There are 3 instances where they affect the register attendance statistics - a positive mark, a negative mark or a neutral mark.

Those highlighted in green are positive marks

Those highlighted red are negative

Those highlighted in blue are negative and do affect against the student’s attendance total but these marks can be analysed to aid further understanding into the reasons for student absence.

Those highlighted in grey do not add positive or negative marks and do not affect attendance data.

Code	Impact	Description	Meaning
\	Positive	Present	Learner turns up for class
0	Negative	Absent	Learner does not turn up for class and you have not received any notification as to why
	Register to be deactivated	Staff Sickness –Session not taken place	When a staff member is off sick and there is no cover – i.e. the class did not take place : - HoA to confirm with MIU that an Assistant Principal has authorised the class to be cancelled. The HoA must reschedule the lesson to make up lost learning time



Student to be deactivated

Apprentice not expected in

HoA to authorise

Apprentice has scored 5 against K,S and B and funding has been reduced for this element of learning

or

Apprentice has reached Gateway and completed their practical period

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Y	Negative	Religious Holiday	Learner has taken time out for a recognised religious holiday eg. Eid and the College remains open
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