



Attendance and Punctuality Policy and Procedures

Version 6, Spring 2025

Status: Approved

Contents Page

Contents

1. Policy Statement	3
2. Scope	3
3. Objectives.....	3
4. Attendance Monitoring Procedure and Requirements	4
4.1. Daily Attendance and Punctuality Monitoring.....	4
4.2. Students reporting absence Students can report absences in the following ways:	4
4.3. Absence Response Procedures for non-reported absences	4
4.3.1. Initial Absence.....	4
4.3.2. Extended Absence Management	4
5. Punctuality	4
5.1. Punctuality Expectations.....	4
5.2. Punctuality Monitoring	5
5.3. Intervention Process for Persistent Lateness – Teachers	5
5.3.1. First Instance of Late Arrival:	5
5.3.2. Repeated Late Arrivals:	5
5.3.3. Continued Punctuality Issues:.....	5
5.3.4. Extenuating Circumstances.....	5
5.4. Recording and Reporting	5
6. FE Student attendance at English and/or maths	5
6.1. Withdrawal of English & Maths due to lack of attendance	6
7. Students in Receipt of Weekly Bursary Payments.....	6
8. Responsibilities	6
8.1. Student Experience Officers.....	6
8.2. English and Maths Attendance Monitors	6
8.3. Course Tutors	7
8.4. Curriculum Managers/Heads of Curriculum	7
8.5. Head of School	7
8.6. Student Mentors	8
8.7. Safeguarding Team	8
9. Related legislation and documents.....	8
10. Approval and Review	8
11. Appendices.....	9

Attendance and Punctuality Policy and Procedures

1. Policy Statement

The college is committed to ensuring the safety, education, and well-being of all students by maintaining robust attendance monitoring and intervention procedures. This policy aims to:

- Improve student attendance and timekeeping
- Contribute to student retention and achievement
- Identify and support students at risk of disengagement
- Ensure compliance with legal requirements for education monitoring
- Protect and safeguard vulnerable learners

2. Scope

This policy applies to:

- All enrolled students aged 16-18, or to 25 if they have an EHCP.
- Is advisory for all students from 19-25
- All teaching and support staff responsible for student attendance
- Course tutors, Curriculum Managers and pastoral support teams
- Safeguarding personnel
- Glossary – Appendix 1

3. Objectives

The College wants all students to achieve the qualification for which they have registered. For students to be successful, it is important that they engage fully with their programmes of study. This engagement includes attending all formal teaching sessions; completing directed, group-based and independent study activities outside of scheduled teaching; and undertaking all assessments.

All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities..... Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Keeping children safe in education 2024

The College monitors student attendance, making use of attendance registers which lecturers complete online, to ensure students are safe and on track to achieve. The College also offers support to students facing a range of difficulties that can prevent attendance and hinder academic progression.

The College sets out minimum attendance standards in the Student Charter and Behavioural Intervention Policy and Procedure

- Excellent Attendance: 95% or higher

Attendance and Punctuality Policy and Procedures

- Good Standard: 90% or higher
- Satisfactory Standard: 85% or higher
- Needs Improvement: Below 85% triggers a Stage 1 Behaviour Intervention
- Poor Attendance: Below 75% triggers Stage 2 or 3 behaviour intervention, including an enhanced action plan.

4. Attendance Monitoring Procedure and Requirements

4.1. Daily Attendance and Punctuality Monitoring

- Electronic registration on EBS for all sessions
- Registration completed within first 15 minutes and saved
- Registers submitted at the end of the session, to monitor punctuality

4.2. Students reporting absence

Students can report absences in the following ways:

- Contact their tutor on Nescomms
- Call the college and leave a message on the absence reporting line (press 9)
- Email: studentexperience@nescot.ac.uk with their name, college ID, reason, expected return date and the name of their tutor

4.3. Absence Response Procedures for non-reported absences

4.3.1. Initial Absence

- First day: Tutor notes absence in register
- Up to day 5: Direct contact with student/parent/guardian by Student Experience Officer
- After 5 days: Escalation to course tutor

4.3.2. Extended Absence Management

- Day 6 to Day 9 additional follow up calls to home by Course Tutor
- 10 days continuous absence: Mandatory referral to Safeguarding and potential escalation to the Local Authority

Funding rules dictate that students who have not attended classes for 4 consecutive weeks must be withdrawn. In this instance staff should have recorded their attempts to contact the student with reasons for non-attendance to establish whether the student is safe and will be resuming attendance within this 4-week period. If the attendance has not resumed then the student withdrawal needs to be submitted including the reason for no longer attending the College. All withdrawals must be submitted timely.

Students who withdraw from Nescot should be referred to their Local Authority NEET Team.

5. Punctuality

5.1. Punctuality Expectations

- Students are expected to arrive on time for all scheduled learning activities
- Students to be marked late if they arrive after the scheduled start time

Attendance and Punctuality Policy and Procedures

- **Students should not be excluded from learning if they arrive late.** Teaching staff should accommodate late arriving students as soon as practical, reminding them of expectations around punctuality.

5.2. Punctuality Monitoring

- Class teachers will record late arrivals on EBS
- Course tutors will address instances of persistent lateness with students in tutorial sessions and document on ProMonitor

5.3. Intervention Process for Persistent Lateness – Teachers

5.3.1. First Instance of Late Arrival:

- Take a Trauma Informed approach, checking on wellbeing
- Issue a reminder of start times and expectations
- Verbal warning by course tutor if appropriate
- Discussion about impact of lateness on learning

5.3.2. Repeated Late Arrivals:

- Trigger Stage 1 Behaviour Intervention
- Formal meeting to discuss reasons and support needs
- Development of punctuality improvement plan

5.3.3. Continued Punctuality Issues:

- Escalation to Curriculum Manager/Head of Curriculum
- Potential progression to Stage 2 Intervention
- Consideration of impact on academic progress

5.3.4. Extenuating Circumstances

- Students with documented reasons for potential lateness (e.g., medical appointments, travel disruptions) should:
 - Inform their course tutor in advance
 - Provide supporting evidence
 - Discuss alternative attendance arrangements
- Students who have personal reasons for continued lateness that cannot be addressed easily should be referred to the Safeguarding Team and continue to be supported by Group Tutor

5.4. Recording and Reporting

- All instances of lateness will be:
 - Recorded in EBS
 - Considered as part of overall attendance assessment
 - Used to inform pastoral support strategies
- Documented reasons for persistent lateness should be recorded on ProMonitor

6. FE Student attendance at English and/or maths

6.1. Withdrawal of English & Maths due to lack of attendance

ESFA funding rules require us to make timely withdrawal of students if they are not attending their classes. If students do not attend English and maths for 4 consecutive weeks then they fail to meet the condition of funding for English and Maths, and will be withdrawn. All English and Maths withdrawals must be approved by both the Curriculum Manager/Head of Curriculum and Head of School/Assistant Principal.

Regular communication between English & Maths attendance monitors, English and maths staff and vocational curriculum staff must take place through the attendance management process and notification when the students are being withdrawn.

Students withdrawn from English and maths for nonattendance are subject to the Positive Behaviour and Intervention procedure.

7. Students in Receipt of Weekly Bursary Payments

Bursary payments are dependent on attendance and are paid weekly in arrears. Students who have 75% or more attendance in the previous week will automatically receive their weekly bursary payment. Any student who does not have 75% attendance will only receive a payment if payment is authorised by the Curriculum Manager. Curriculum Managers will be notified weekly of their students not due to be paid and will be given until 3.30pm the next day to inform the Bursary Team if a payment should be made.

8. Responsibilities

8.1. Student Experience Officers

- Conduct daily telephone calls to absent learners and/or parents/carers
- Prioritise Care Experienced, High Needs or EHCP students
- Suggest support mechanisms to students to improve attendance
- Maintain detailed logs of all communication attempts, with suggested strategies
- Flag persistent non-attenders to tutors on ProMonitor and/or email for further action
- Prepare bi-weekly summary reports for curriculum leaders on “ones to watch”
- Act as primary point of contact for initial absence follow-up
- Identify top attending students and facilitate methods of celebration

8.2. English and Maths Attendance Monitors

- Will examine English and maths attendance reports and identify students who are attending main programme but not English and/or maths.
- Contact student in the first instance and offer support to eliminate barriers to attendance, such as changes in timetable or mediation with others
- If no change to attendance, contact NOK to seek support and intervention
- If no change in attendance, escalate to Head of Curriculum, for English and maths to follow up with curriculum area, NOK and student and behaviour intervention.
- All interventions and communications will be recorded on ProMonitor.

8.3. Course Tutors

- Advise students of attendance requirements and importance of attending classes, both orally and in writing, through mechanisms such as induction events, course handbooks and target setting.
- Advise student of notification of absence and lateness procedures with consistent reminders.
- Review daily Promonitor updates for their students
- Develop targeted support plans for students with attendance concerns as part of tutorial target setting
- Conduct direct communication with parents/guardians
- Maintain detailed records of student support interventions and document all parent communication on ProMonitor
- Initiate Stage 1 Behaviour Intervention for non-attendance issues
 - Formal documented meeting with student
 - Clear performance improvement targets (SMART)
 - Specific timeframe for attendance improvement
 - Written record of intervention
- Collaborate with Student Experience Officers, English and maths Attendance Mentors, Curriculum Managers and the Safeguarding Team on complex cases
- Regularly review attendance data to spot trends and implement interventions

8.4. Curriculum Managers/Heads of Curriculum

- Review Stage 1 Behaviour Interventions submitted by tutors
- Formal escalation of intervention process, including Issuing and attending Stage 2 and Stage 3 Behaviour Interventions for persistent non-attendance
 - Ensure Parents/Carers are invited to meetings
 - Comprehensive review of student's attendance and performance
 - Potential involvement of additional support services
 - Clear consequences and support mechanisms
 - Formal documentation of intervention stages on Promonitor and CPoms, as required
- Analyse “ones to watch” reports from Student Experience Officers
- Make decisions on student support (fitness to study) or behaviour interventions
- Support course tutors in managing behavioural interventions
- Escalate high-risk cases to Head of School
- Make referrals to local Authority NEET Teams, as appropriate
- Monitor overall effectiveness of attendance intervention processes
- Report to the College Management Team and Head of School on trends, successful strategies or areas of concern in RIF Meetings.

8.5. Head of School

- Support Curriculum Leads with Stage 3 Behaviour Interventions
- Have oversight of attendance across the School and work with Curriculum Leads to implement attendance improvement strategies as required
- Review the quality of Teaching and Learning, where group attendance trends are evident

Attendance and Punctuality Policy and Procedures

8.6. Student Mentors

- Support students as identified by Tutors, Curriculum Managers, Student Experience Officers or the Safeguarding Team to return to learning
- Update CPoms with interventions and strategies
- Escalate all safeguarding concerns to the Safeguarding Team

8.7. Safeguarding Team

- Receive and process attendance concern reports escalated via CPoms
- Conduct in-depth assessments for high-risk students
- Support interventions
- Liaise with external agencies when necessary
- Provide guidance on safeguarding-related attendance concerns
- Support holistic student welfare approaches

9. Related legislation and documents

- Keeping Children Safe in Education
- Working together to Safeguard Children
- Nescot Safeguarding Policy
- [Student Charter, Positive Behaviour and Intervention Procedures](#)

10. Approval and Review

Policy Originator:	Assistant Principal, Learning Support & Student Experience
Approved by:	CLT
Date Approved:	Spring 2025
Review Interval:	2 Years
Last Review Date:	Autumn 2021
Next Review Date:	Spring 2027
Audience:	All staff and students
Entered on SP:	Feb 2025

11. Appendices

1. Glossary

- **Attendance:** Regular and punctual participation in scheduled learning activities
- **Persistent Absence:** Missing 20% or more of scheduled learning time
- **Extended Absence:** Continuous absence of 3 or more days without communication
- **Vulnerable Student:** Students with additional support needs, care experienced, safeguarding concerns, or at risk of educational disengagement