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	Student Experience
	Assistant Principals of Curriculum

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:

- Young people aged 16-18
- Apprentices
- Adults including those on higher education courses

Attendance refers to the scheduled time spent on College courses, and this can be categorised as classroom lessons, lectures, practical workshops, work placement, on-line learning, directed study, tutorials, enrichment activities and one-to-one progress reviews as specified in the student's learning agreement or individual learning plan (ILP)2 0 Td()TjEMC /LBody

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/WBT.

Each case of absenteeism is different and will be treated individually and in line with the positive 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If a student has had four consecutive weeks of non-attendance, then they must be withdrawn from the College in line with the funding regulations.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 Learning Support will arrange a meeting with the Head of Area and where necessary, the Student Experience Manager in order to agree the next appropriate action and consider the Fitness to Study Policy.

It is the responsibility of the Curriculum Leader to initiate a withdrawal via the Head of Area, so that the withdrawal form can be completed in a timely manner. While this process removes the student from funding, every possible method of retaining the student must continue until fully exhausted to support student achievement and experience.

The following process of monitoring attendance of students is to be adopted across College

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1st absence

<p>3rd consecutive absence</p>	<p>arranges formal Stage 1 Positive Behaviour Intervention meeting with:</p> <ul style="list-style-type: none"> • Student • Teacher/Work Based Tutor • Parent/Carer <p>as part of the Positive Behaviour Policy.</p> <p>SMART target set.</p> <p>Head of Area will work with the attendance officers to book in the teacher/WBT meetings.</p>
<p>Interim Positive Behaviour Interventions completed to track progress being made as per Positive Behaviour Policy and recorded on ProMonitor.</p>	

Once it is deemed that a student has achieved their SMART targets set, this must be reflected in ProMonitor