



KMS 018

Student Attendance and Punctuality Policy

KMS 018 Appendix A Student Absence Form
KMS 018 Appendix B Student Absence Review Meeting Form

Policy to be read in conjunction with:

KMS 017 Disciplinary Code of Conduct
KMS 250 Safeguarding Policy



Created by:	Deputy Principal Learning & Performance	Review Date:	September 2019
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1 Introduction

Levels of attendance have a direct impact on the success of our students. Students are more likely to complete and achieve their qualification if they attend classes regularly.

Students who arrive late have an impact not just on their own learning but also on the progress of the rest of the class.

Employers also have high expectations of attendance and punctuality. Staff must therefore set and maintain high expectations of attendance and punctuality.

2 Main Principles

The expectation is for 100% 'present' at all timetabled sessions.

The focus is on presence rather than absence.

Students should be in class ready for the start of their lessons; late is late.

All classes must start on time.

Students should monitor their own attendance levels via ProPortal and this will form part of regular Progress Reviews. The measure of attendance will be 'present'.

In order to minimise the amount of time students are not in class, from sickness or other reasons, there will be high expectations and consistent processes to monitor, follow up and report on attendance.

Any student absence will be followed up by a member of college staff within 24 hours. Students will be expected to explain in person the reason for their absence. The authorisation of absences will be limited to specific situations.

There will be clear consequences for students whose attendance falls below 90%. Conversely high attendance will be recognised and rewarded.

Attendance monitoring is part of the College quality process. Responsibility for achieving high levels of attendance lies with Course Managers and will be part of the Performance Review and Self-Assessment Report processes.

2.1 Students with Disabilities, Learning Difficulties or Other Support Needs

If a student has a disability or medical difficulty that directly affects their attendance or ability to arrive on time, this should be identified with the student and their Course Manager and recorded on ProMonitor.



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We will work with the student to ensure that reasonable adjustments and support are in place and levels of expectation set accordingly.

Any reviews or disciplinary actions will take into account and be responsive to the needs of students with disabilities, learning difficulties or other emotional, social or behavioural needs. Support will be offered and provided where appropriate.

3 Expectations of Teaching Staff

Quality improvement is the responsibility of all academic staff. In order to improve class attendance the actions required by staff and students are specified below.

Teaching Staff are expected to:

- Communicate clearly and regularly the College's high expectations. Students are expected to be present in 100% of sessions and to arrive before the start of class ready and equipped to learn
- Consistently reinforce the message that poor attendance or punctuality is not acceptable and where it falls below 90% this will lead to action including disciplinary action or even exclusion
- Provide students with clear instructions to contact the Absence Line before 9.00am if they are going to be absent that day; they must either telephone in to report each day of absence or email via the student absence email address StudentAbsence@kmc.ac.uk
- Accurately and fully complete each class register by the end of the session
- Follow up each absence by a telephone call to the student within 24 hours
- This can be done by the teacher, instructor or administrator as agreed by the Course Manager and/or Academic Manager

NB *You must check the student has given consent to contact parents / carers via their e-ILP on ProMonitor.*

- Ensure that when a student returns, they attend an Absence Review Meeting with the Course Manager or subject teacher, recorded in Manage Learner Meetings on ProMonitor.

Attendance should only be authorised for absences agreed in advance or for exceptional personal circumstances (see Section 5 below).

Sickness without a medical certificate is not authorised but must be recorded as sickness on ProMonitor.



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- Challenge any student who arrives after the start of the class. There is no '5 or 10 minute' rule.

Lateness must be recorded in the register with an 'L'.

Late students should not be excluded from the class unless it affects health and safety.

Course Managers are expected to:

- Monitor attendance and punctuality weekly and ensure that consequences are applied consistently and fairly
- Openly and regularly discuss the attendance and lateness levels of a group in class and of individual students in tutorial sessions
- Directly address issues of attendance/punctuality in Individual Progress Reviews and set targets for improvement with specified dates for review
- Instigate an absence meeting following each absence and record on ProMonitor
- Invoke the Disciplinary Process at Stage 2 (Academic Manager), where attendance and/or punctuality fall below 90% and where there are no valid reasons and/or the student is not engaging with strategies to improve
- Where attendance is affected by authorised absence it may still be necessary to talk directly to the student and invoke the student disciplinary process.

Students are expected to:

- Attend all lessons on their course and arrive before the start of the lesson, properly equipped and ready to learn
- Contact the College Absence Line before 9.00am if they are going to be absent that day; students are expected to either telephone in or email via the student absence email address StudentAbsence@kmc.ac.uk to report each day of their absence
- Inform their Course Manager in person, before the lesson, if they have genuine reasons for lateness or absence
- Know how to find out and regularly look up their own levels of attendance on ProPortal



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- Understand the expectations of attendance, the levels at which follow up action will happen and what the consequences will be
- Make health and other appointments out of College hours where possible
- Manage work commitments so that they do not clash with time at College; absence for work will be counted as unauthorised absence unless there is a valid educational benefit
- Catch up on outstanding work from missed classes due to poor punctuality or attendance as homework, with support as appropriate

4 Children Missing from Education (CME)

A student missing from class, particularly on repeat occasions, may indicate a safeguarding concern.

All staff should be alert to students who are not attending and should check for the signs and individual triggers to be aware of when considering potential safeguarding risks.

Risks may include abuse and neglect, travelling to conflict zones and sexual exploitation.

Any member of staff who is concerned about a student **must** refer the matter to the Deputy Designated Safeguarding Lead (DSL) immediately.

5 Authorised Absence

An absence can only be authorised where it is agreed in advance with the Course Manager and every attempt has been made to schedule external appointments in non-college time.

Authorised absences may include:

- Sickness supported by a medical certificate or doctor's letter
- Medical appointments
- Court appearances
- Work or HE interviews
- Appointments with government or voluntary organisations
- Funerals
- Religious holidays
- Driving Tests but not driving lessons
- Child care commitments
- Curriculum agreed external events or work placements
- Exceptional and unavoidable personal circumstances by agreement with a Course Manager



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6 General Actions for Teaching Staff

- Ensure that students who are behind with their course work and require extra help are given individual attention during tutorials and/or referred to Learning Support
- Where appropriate parents/employers/schools should be involved to address issues of attendance and punctuality and for them to receive information on attendance and punctuality (parental contact is subject to student consent recorded on ProMonitor)
- Start classes promptly and finish as timetabled; teachers should be in the room before the start of class ready to welcome students and start at the scheduled time. Classes should start on time even if there are students who may arrive late
- Students should not be excluded from classes due to lateness unless there is a very good reason, for example health and safety or the level of disruption
- Ensure that class attendance is enhanced by good practice in teaching and learning. This should include the use of a range of teaching strategies and activities that engage students in challenging and stimulating tasks, together with constructive, regular formative assessment feedback
- Emphasise motivational factors for high levels of attendance such as career progression, expectations of employers, the value of the final qualification in the job market and progression to Higher Education to inspire the students' interest and determination to achieve

7 Reporting

Students can review their attendance on ProPortal. Unit Teachers and Course Managers can view patterns of attendance/non-attendance on Celcat Live and on ProMonitor.

Course and individual student attendance reports can be obtained from Celcat Live and can be requested from the Timetabling Team.

Course Managers will discuss attendance with students at their individual Progress Reviews. Any comments or concerns will be recorded on the e-ILP with SMART targets to improve.

Unit teachers will report on attendance of their group/course and discuss concerns on a weekly basis with their Course Manager. They must also participate in Absence Review Meetings as required.

Course Managers will report and discuss concerns linked to weekly attendance rates



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for their courses with their Academic Manager.

Academic Managers will report and discuss concerns linked to weekly attendance rates for their courses with the Deputy Principal Learning & Performance.

Attendance will be monitored as part of the departmental Performance Review process.



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