



Student Attendance

Guidance for Students

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Introduction

As part of our commitment to preparing you for your next steps, attendance and punctuality is a college **priority** and **all** students (including apprentices) are expected to **attend every scheduled session**, including those online and examinations, and arrive on time. This will ensure you maximise your **achievement**, develop next-level skills and access opportunities that will help you to realise your career goals.

Attendance and Punctuality Expectations

You will be encouraged to manage your own attendance and punctuality and your Personal Tutor will make sure you can access your own attendance and punctuality records through ProMonitor/SmartAssessor.

You will be helped to understand the college Attendance Policy during induction. If you have any questions relating to the expectations around attendance and punctuality, please ask your Personal Tutor.

Apprentices are expected to engage in active learning (Off the job and/or English and maths) at least every four weeks. Apprentices who are concerned that they may not be able to engage in this activity should formally notify their assessor/teacher/trainer of this.

What do I need to do if I am unable to attend college or am going to be late?

In the event that you are unable to attend college or are likely to be late **you must:**

Let us know via ProPortal, a user guide can be accessed [here](#)

1. Log into ProPortal
2. Click 'Messages, Meetings & Goals'
3. Select 'Messages'
4. Select 'Absence/Attendance' Alert
5. Write your message
6. Click 'Save'

OR contact your teacher/tutor through Teams.

Or within the first **half term** (up to mid-October) contact the attendance line and leave a message:

- Sutton Coldfield College: 0121 362 1140
- James Watt College & Erdington Skills Centre: 0121 362 1141
- Matthew Boulton College: 0121 362 1142

If you are under 18 and your attendance falls below target, your parent/carer will be contacted, to identify and put in place the support you need to attend college.

How does the College manage attendance?

Attendance is a priority within the college as this directly impacts your success on the programme you are studying. The following table outlines the expectations and actions to be implemented to support good attendance.

Termly Attendance Rate	Indicator	Action	Responsibility
93%-100%	Blue	Celebration leading to successful outcomes and progression (please take into consideration students who have health issues and/or disabilities or other contributing factors that might impact attendance, ensuring flexibility to award recognition).	All
87%-92%	Green	Students contacted to discuss barriers to attendance and support/actions agreed and implemented through a LIP. Parents advised of outcome (Letter 1). Commitment made through Learner Agreement discussed.	Personal Tutor/ Teacher / Trainer Assessor
80%-86%	Amber	Parental intervention with DDM/DM to discuss student's barriers to attendance and support/actions agreed and implemented – LIP completed, Verbal Warning and Attendance Report Card issued and monitored for agreed timescale. See Letter 2.	DDM or DM or Director
Below 80%	Red	Student required to attend Support Group with a member of the management team to discuss engagement with learning and building resilience. Notification to parents. Review of LIP and Written Warning issued. Continuation of Attendance Report Card, which is monitored by Director/DM for agreed timescale. See Letter 3.	Director/DM
No improvement to attendance or non-attendance to Support Group	Red+	Stage 1-3 Disciplinary: Outcomes <ul style="list-style-type: none"> • Final Written Warning • Withdrawal from the programme 	Director

What happens if I am absent or arrive late?

Absences are either categorised as **authorised** or **unauthorised**.

Authorised Absence

An authorised absence is one which has been agreed **in advance** by your teacher or Personal Tutor.

Absences will normally only be authorised in the following circumstances:

- To attend the funeral of a close family member or friend
- To attend an emergency appointment with your GP
- For religious holidays (1 day)
- To care for a dependent child (due to illness or school closures etc.)
- To attend a hospital appointment*
- To sit a driving test*
- To attend a job interview*
- To attend court*
- To attend an educational visit organised by the college, which is not a required element of that qualification e.g., an A Level maths student attending an A Level Physics trip.

For all of the reasons marked *, you must show evidence to your teacher or personal tutor e.g., an appointment card or letter. Absences will not be authorised if you do not present proof.

General appointments, for example with your doctor or dentist, should be fitted into private study time or after college hours.

In exceptional circumstances not covered by any of the above, authorised absence may be given at the discretion of the teacher or Personal Tutor and the reason will be noted.

Unauthorised Absence

You cannot request an authorised absence for any of the examples listed below:

- Driving lessons
- Baby sitting
- Missing the bus
- Routine appointments with your GP
- Sleeping in
- Holidays
- Birthdays or similar celebrations

What happens if my personal circumstances mean I am unable to attend for an extended period of time?

If you have an on-going medical condition which may affect your attendance, you will need to provide a letter from your GP explaining this. This does not exempt you from notifying the college on the days you are unable to attend

In the case of longer-term absence due to sickness or injury, medical certificates must be provided for your Personal Tutor. Do not wait until you return to college.

If personal or financial difficulties are the cause of your absence, you can discuss this in confidence with your Personal Tutor or any of the Student

Experience staff, who will provide advice and guidance on the support that is available for you to access.

Should absence for any reason exceed 2 weeks a review meeting will be arranged to assess the impact of the absence on your progress.

The college has a duty to safeguard learners aged under 18 and those aged up to 24 years old with an Education Health & Care Plan. Attendance may be an indicator of other significant factors in your life. We are here to help you, if you have any concerns about yourself or others please talk to your tutor or a member of the safeguarding team.

Please note:

If you are absent from college for a period of 4 weeks without explanation, your place may be withdrawn in line with national funding recommendations. If you do not attend examinations, you may need to reimburse the College for the examination fees.