Attendance and Engagement Policy

Part A: RQF Level 4 and below courses: applies to Pre Programme, GCSE, UFP, A Levels, Extended Diploma, Music Foundation, Foundation in Art and Design, Drama Foundation and any other courses at/below RQF level 4

Date of Policy	August 2022
Review Date	August 2023
Key Staff	Principal, Rector, Head(s) of Welfare, Attendance staff, Senior Academic staff and Pastoral staff
Lead on Updating Policy	Attendance Managers and Principal/Rector

Contents Page

1. Aim 3
2. Principles to be followed to achieve the aim 3
3. Statutory guidelines and responsibilities 3
4. Student responsibilities 3
5. Staff responsibilities 3
6. Categories of Absence 4
7. Procedures 4
7a. Strategies for supporting students to maintain 100% attendance 4
7b. Actions by Attendance Officer for students missing from lessons may include 5
7c. Other actions from Attendance Officer may include 5
7d. Procedures for Academic Tutors/Teachers 6
7e. Procedures for Personal Tutors (PTs) 6
8. Medical Absences 6
Appendix A - Register Codes 7
Appendix B: CSVPA Guide to the Disciplinary Process 8
CSVPA Attendance Discipline Ladder 9

PART OF CATS GLOBAL SCHOOLS

1. Aim

Enable all students to maintain 100% attendance in order to promote their achievement and success.

Good attendance is an integral part of academic success and progression, therefore monitoring student attendance and responding quickly to poor attendance is vital.

All students are expected to attend and arrive on time to all classes. It is our aim to encourage all students to achieve this; this includes careful consideration of authorisation of any absences and ongoing help offered to support students throughout their studies.

2. Principles to be followed to achieve the aim

Ensure all College staff are proactive in following up issues and that there is prompt, accurate and comprehensive liaison with all parties.

There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement) when we need to be proactive to ensure that the student is well supported and good attendance is picked back up. Every case must be judged on its merits

3. Statutory guidelines and responsibilities

UKVI

The College will observe the requirements of UK Visas and Immigration (UKVI). Maintaining satisfactory attendance is part of the visa conditions for students studying under a visa in the UK. It is the responsibility of the institution to ensure accurate attendance monitoring and prompt follow up occur across all courses.

- We will cease to sponsor students who repeatedly fail in meeting attendance requirements.
- The College will cease to sponsor any Sponsored student who misses 10 consecutive contact points. A contact point is defined as an entire teaching day (Monday to Friday). In addition to timetabled classes, contact points may also include meetings with residential staff or welfare/pastoral staff if necessary in welfare cases
- A student who has missed 10 missed contact points may, in exceptional circumstances, be allowed back into the College. The student will be required to document any reason for the absences and continued sponsorship will be at the discretion of the Principal/Rector.
- When the College ceases to sponsor a student, this will be reported to UKVI via the SMS and the Student/Child Student visa will then be curtailed by UKVI.

4. Student responsibilities

It is the responsibility of all students to ensure that they attend every lesson throughout their studies and arrive on time. Students are responsible for their own attendance, following College processes and meeting College expectations. With regards to Sponsored Visa students, it is a condition of their visa to attend the course for which their visa was granted. Students are responsible for notifying the Attendance Officer as soon as they know they will be absent. If students are aware in advance that an event will result in them missing lessons they must seek authorisation in advance. Students must provide appropriate evidence for any absences.

5. Staff responsibilities

Staff must support students to maintain 100% attendance.

PART OF CATS GLOBAL SCHOOLS

Academic staff are responsible for the day-to-day monitoring and reporting of absences (via the College information management system). Teaching staff must complete the register for every lesson during the first 10 minutes. They must promptly amend the register when a student arrives late to their lesson. Senior management and attendance staff are responsible for identifying patterns of absence, offering support when needed and issuing follow up warnings and taking other actions as appropriate.

6. Categories of Absence

Authorised absences are absences approved by and agreed on by the College (such as medical absences, University Open Days, auditions and interviews). Students should aim to have less than 10% authorised absence except in exceptional cases.

UKVI state that authorised absence should be 'reasonably granted'. This means we should actively consider the intentions of the student, i.e. whether they are genuinely intending to continue their course and the impact of any absence on the student's ability to complete their course. If either of these factors is in any doubt, we may need to consider alternative action, such as withdrawal or deferral.

Late return to the College and/or early departure caused by flight schedules will be considered by the College on an individual basis, and only authorised when there is a very good reason.

Educational visits (such as university open days/interviews/auditions) will usually be authorised if evidence is provided to the Attendance Officer. There may be restrictions regarding the number of days' authorisation given for these types of visits.

The College recognises that as a multi-cultural and mixed faith community there are events that will fall in term time where a student may request to be absent. Authorisation for these absences will be subject to approval by senior staff.

Unauthorised absences are absences from any timetabled class that have not been approved.

7. Procedures

The policy is aimed to reflect the age range of students attending the schools.

New teachers will receive an induction on their role in attendance matters.

7a. Strategies for supporting students to maintain 100% attendance

Positive support may include:

- Daily waking up of students in accommodation.
- Use of a Student Contract and/or Report Card accompanied by regular review meetings.
- Meeting with College pastoral or welfare staff to try to understand the root cause for the absence.
- Informing parents about each absence which (if by email) requires an acknowledgement or is followed up by a phone call.
- Certificates or public acknowledgement and an entry made on the Shackleton for 100% attendance over at least a term.
- After a long term authorised absence:
    - Staff awareness so there can be individual responses to student need.
    - Some work set prior to return under the management of tutors/teachers.
    - Enhanced monitoring attendance on return, to encourage and motivate the student.

Sanctions which may be applied:

PART OF CATS GLOBAL SCHOOLS

- Gating in residence and/or early curfew.
- Detention and/or Saturday supervised study.
- Exeat refusal.
- An increase in discipline stage with concomitant sanctions and this information being relayed to parents.
- Meetings with senior staff to ask for an explanation and emphasise why lessons must be attended. This should happen the first time a student misses a lesson for a reason which will not be authorised.
- In the case of British Compulsory School Age students a formal attendance meeting with the Local Education Authority.
- Withdrawal of sponsorship (Student-route students only).

7b. Actions by Attendance Officer for students missing from lessons may include

- CATS only - Follows up the hourly absences report.
- CSVPA only – Follows up the morning and afternoon absences report
- Checks apparent errors in absences (e.g. if a student is known to have signed in to College, or has been seen by Day Supervisor) teacher will be emailed to confirm absent mark.
- Checks medical authorisations and exeats.
- Students who appear on the absences reports and live independently or in unsupervised College accommodation, are phoned by the Attendance Officer. The conversation is logged on the College information management system.
- For students living in supervised College accommodation, the Day Supervisor is alerted to look for student in the residence and Health Centre. If student is not found, the Day Supervisor will call student and add a note to the system.
- Where absent students cannot be reached by phone, contact is also made via email.
- If student is under 16 or appears for a second time on the hourly absences report
    - Day Supervisor is alerted to look for student.
    - Attendance Officer or Day Supervisor phones student and logs any conversation on a Shackleton note.
    - Looks for student together with the Day Supervisor.
- If the Attendance Officer finds that a student has had unauthorised absences for a certain number of consecutive days, as per the Missing Student Policy, the Attendance Officer will add a Student Welfare note to the system and also notify the Designated Safeguarding Lead (DSL), Deputy DSL, the Vice Principal/Provost and the Principal/Rector by e-mail.

- Day Supervisor:
    - Looks for student (checks classroom, room, smoking area, Health Centre).
    - If not found calls the student and adds a note to Shackleton. Then continues to look for the student together with the Attendance Officer. If the student cannot be found DSL is notified.
- Teachers:
    - Should alert the Attendance Officer and Day Supervisor if a missing student joins their lesson.

7c. Other actions from Attendance Officer may include

- Ensure that all registers are marked and issue reminders to staff as soon as possible so that they may still recall the lesson in question and students who attended
- Identify patterns of absence and students with high levels of authorised absence (10% or more) and alert the relevant College staff for follow up action to take place
- Compile the following reports:
    1) Daily 0% (null) attendance report at the end of the day.
    2) Weekly absence report to Personal Tutors
    3) Weekly Programme of Study report
    4) Attendance History report (updated weekly)

PART OF CATS GLOBAL SCHOOLS

7d. Procedures for Academic Tutors/Teachers

- It is the tutor's/teacher's responsibility to mark students as absent ("A"), present ("/") or late ("L") for every class using the register on Shackleton management information system.
- The register should be marked at the beginning of each lesson during the first 10 minutes.
- If a student is not in the lesson when the register is taken, they should be marked absent. If they arrive after the register is taken, then the register should be updated with a late mark (and the amount of time the student is late by).

If it is a substantial lateness, then a note should be made on Shackleton so that it can be followed up. The class tutor should challenge lateness in class and seek a reason, issuing a sanction when appropriate in line with the Behaviour Policy.

7e. Procedures for Personal Tutors (PTs)

The role of the PT is to provide pastoral support, but also sanctions when needed according to the behaviour policy.

8. Medical Absences

Students are responsible for the proper reporting of absences due to medical reasons. If students are unable to attend College due to illness they must:

- Contact the Attendance Officer as soon as they know they will be absent.
- All CSVPA RQF Level 4 students can report absences due to illness by contacting the College Nurse if they wish but by also submitting a Self-Certification form or medical certification to the Attendance Officer. Authorisation for these absences will be subject to approval by the Nurse and the Attendance Officer.
- CSVPA Students in Independent Accommodation may report absences due to illness without contacting the College Nurse (this may include Self Certification forms, contact from the parents/family of under 18s, medical certification), but all absences must be confirmed with the Attendance Officer.
- Students who can self-certify can do so for one day, three times per term. Medical absences longer than one day will require the student to see the Nurse or provide a medical certificate from a registered GP.
- If asked for certification, students must obtain a letter from a registered UK doctor confirming sickness and specifying the period of time students will not attend classes.
- Medical documentation from outside of the UK will be accepted only with a translation.
- Medical certificates from alternative medicine providers will not be accepted.
- The College may refuse to authorise absences if students have more than 10% authorised absences. If there are multiple or frequent self-certificates submitted we may refuse to authorise absences and may request a medical certificate from a registered GP.

Appendix A - Register Codes

Code		Meaning
/	Student Present	Present
O*	Authorised Absence	Authorised
L	Late (more than 10 minutes after the start of the lesson)	Present
H*	Holiday (Late back / Early Leave)	Unauthorised
U*	Unauthorised absence	Unauthorised
D*	Suspended	Null
A	Unauthorised Absence (various reasons)	Unauthorised
E*	Interview / Educational Visit – university or higher education purpose	Authorised
X*	Incorrect student entry	Null
F*	Academic Field trip – used when students miss a class but they are present on a trip with another member of staff	Present
W*	Withdrawn (student has withdrawn from this class)	Null
V*	Sitting an Exam	Present
P*	Postponed class	Null
#*	College Closure (Snow day/Bank Holiday)	Null
Z*	Not Expected (in the class)	Null
T*	Transferred	Null
M*	Medical/Dental	Authorised
N	Not here (optional lesson)	Null
*	Induction	Null

*** Depicts marks only authorised attendance team members can enter**

PART OF CATS GLOBAL SCHOOLS

Appendix B: CSVPA Guide to the Disciplinary Process

The disciplinary process is used for attendance and behaviour and as such the stages need to be in succession unless the behaviour is serious enough to warrant moving to a higher stage. The examples provided below should act as a guide, however there the sanctions applied in practice may differ depending on the specific circumstances surrounding an incident.

It is essential students are counselled about their behaviour and its consequences at each stage of this process. This is to ensure that they realise why those behaviours are resulting in the consequences, and so that they can understand how to avoid the same situation happening again. Consequences must never be put in place without a conversation with the student first.

Students can appeal at any stage to have decisions reviewed by the member of staff responsible for the next stage up. Students can appeal a decision from the Principal to the Managing Director of CATS Colleges. However, students may not use the Complaints Policy to appeal decisions relating to discipline, this explicitly includes the fact that exclusions cannot be appealed via the complaints process.

Any warnings issued will be recorded in the Student notes tab of Shackleton.

As a rule, students should be placed on a stage for 3 weeks with the sanctions applying for the first 2 weeks. Review dates must be observed, and the stage may be extended, and sanctions re-imposed at this point.

After the stage has been recorded, sanctions in force are recorded by Programme Directors and Heads of House or Deputy Heads of House on Shackleton under Student event notes.

CSVPA Attendance Discipline Ladder			
Attendance	Stage	Sanction	Responsible for Action
Drops below 95%	0	Verbal warning given.	▪ The Dean will receive weekly attendance reports from the Attendance Officer. ▪ The Dean will send a letter of concern to any students whose overall attendance has dropped below 95% for the first time, issuing a Stage 0 discipline level and making a note on Shackleton for the same. Pastoral support offered. ▪ Attendance will be monitored for a two-week period.
94.9-90% overall attendance	1	Contact with student. Letter of concern sent home.	▪ The Dean will receive weekly attendance reports from the Attendance Officer. ▪ The Dean will issue a Stage 1 discipline level and note on Shackleton made for any students with current Stage 0, whose attendance has continued to drop since the Stage 0 warning. ▪ Note on Shackleton made for the same. Pastoral support offered and improvement plan discussed. ▪ Monitoring attendance for 2-week period ▪ Stage 1 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. Follow up note added when letter has been sent
89.9-85% overall attendance	2	Contact with student. Letter of concern sent home.	▪ The Dean will receive weekly attendance reports from the Attendance Officer. ▪ The Dean will issue a Stage 2 discipline level and note on Shackleton made for any students with current Stage 1, whose attendance has continued to drop since the Stage 1 warning (overall attendance 85-89.9%) ▪ Note on Shackleton made for the same. Pastoral support offered and improvement plan discussed. ▪ Monitoring attendance for 2-week period ▪ Stage 2 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. Follow up note added when letter has been sent

84.9-80% overall attendance	3	Meeting with Pathway Leader. Letter of concern sent home.	▪ The Dean will receive weekly attendance reports from the Attendance Officer. ▪ The Dean will issue a Stage 3 discipline level and note on Shackleton made for any students with current Stage 2, whose attendance has continued to drop since the Stage 2 warning (overall attendance 84.9-80%). ▪ Note on Shackleton made for the same. Action for Pathway Leader to arrange a meeting with the student to issue the Stage 3 and discuss an action plan. ▪ Monitoring attendance for 2-week period ▪ Stage 3 warning letter/s (to be prepared by the Attendance Officer) sent to primary contact. Follow up note added when letter has been sent
79.9-75% overall attendance	4	Meeting with Dean or Rector. Severe sanctions including possible suspension. Student signs contract with threat of expulsion	▪ The Dean will receive weekly attendance reports from the Attendance Officer. ▪ The Dean will issue a temporary Stage 3 extension discipline level and note on Shackleton made for any students with current Stage 3, whose attendance has continued to drop since the Stage 3 warning (overall attendance 79.9-75%). Action for the Dean to notify the Rector of a potential Stage 4. ▪ Rector will meet with student and issue the Stage 4 warning. ▪ Student will sign contract and agree an improvement plan for attendance and set targets. ▪ Reviewed after 2-week period. ▪ Potential Internal suspension/or expulsion.
Failure to achieve conditions of contract	5	Expulsion	▪ Contracts to be reviewed weekly between Dean and Rector. If contract is breached: Expulsion.