Cardiff and Vale College
Coleg Caerdydd a'r Fro

Attendance Procedure

Introduction and Purpose

These procedures have been developed as part of our commitment to providing a supportive learning environment enabling learners who have chosen to study here to achieve their full potential. The College recognises the investments that learners and their sponsors make when a learner enrols on a programme of study or training programme and will ensure that appropriate procedures are in place to monitor attendance and act upon absenteeism so that learners can be supported to attain their qualifications. This procedure lays out how we will:

- promote excellent attendance.
- challenge poor attendance.

This procedure applies to all learners at the College on FE, HE and WBL programmes.

General Principles

- Learners will attend all timetabled teaching and learning sessions associated with their learning programme – 100%. Examples of teaching and learning sessions include workshops, salons, commercial learning environments, tutorials, lectures, laboratory sessions, rehearsals, work related placements and field trips. [Teaching & Learning sessions are not confined to the classroom]. Attendance may also be required at additional activities outside of the usual timetable, e.g. support sessions, competitions, and catch-up sessions.

- Timetables will be designed to ensure that there are no unnecessary gaps to facilitate learners making the best use of their time and enabling them to work outside of college.

- **All** learners to be provided with a timetable of scheduled teaching and learning sessions.

- Learners must arrive on time for timetabled activities (as listed above) and remain for the duration of the session. Late arrival at, and early departure from teaching sessions is disruptive, discourteous, unprofessional and unfair to other learners.

- Staff will arrive in class to start the session on time.

- Staff should ensure that registers are marked within ten minutes of the start of the class and closed by the end of the timetabled session taking place. Staff who do not have access to a PC and are unable to mark the register during class contact should ensure that they complete the register by the end of the day; it is expected that they will complete a paper register within 10 minutes of the start. In the event of a field trip, sporting event or any other off site activity, registers must be completed within 24hrs, or as soon as is practicably possible. A list of off-site learners should be left with Curriculum Administrators. Specific requirements are in place for Schools learners, as per the Service Level Agreement.

- All learners may access their attendance record via VITAL. It is their responsibility to monitor this. Learners should raise any issues relating to register marks with their subject lecturer or Course Tutor within 10 days.

- Learners must contact College before 9am on the first day of absence to notify them of the reason they are unable to attend class and when they plan to return. Who is to be contacted will be communicated to the learners during induction. Contact details are in the Learner Handbook which can be found on Moodle. On return, the learner must also provide the College with evidence of the reason for absence.

- Learners who do not contact the College prior to their absence will receive an automated text message; this will be instigated by a specific register mark – Absent, please text.

- The following attendance marks must be used:

EBS Mark	Mark	When to use this attendance mark	Effect on attendance percentage
/	Present		Positive
L	Late	After 10 minutes – notes can be used to add time	Positive
	Left early	Notes can be used to add time	Positive
W	Work Placement		Positive
O	Absent	Learner does not turn up to a class with no reason given	Negative
T	Absent, please text	When you do not know why the learner is absent; this will trigger a text message	Negative
A	Authorised Absence	This absence is agreed between the tutor and learner *before the absence takes place*. The reasons for authorised absences are as follows: • Hospital appointments • Religious festivals or holidays • University or careers or job interviews • Driving test (Theory and Practical) • Funerals or weddings of close family member • Exam Attendance • Attendance at court or probation meeting • Attending a counselling session • College responsibilities (events/student voice etc...) • Job Centre Plus (JCP) appointments Evidence must be provided one week prior to the absence. **The following MUST NOT be used as Authorised – these are an ABSENCE MARK:** • **Sickness (can be amended to authorised absence if doctor's note is produced)** • **Minor transport difficulties** • **Driving lessons** • **Studying for examinations** • **Family Bereavement** • **Family Emergency** • **GP/Dentist Appointment (can be amended to authorised absence if proof of appointment is shown)** • **Child Sickness (can be amended to authorised absence if doctor's note is produced)**	Neutral
N	Not Expected	The learner is given permission by a lecturer not to attend a lesson • Attendance at tutorial or subject class not required by staff • Attendance on a college trip • Suspension from college	Neutral
Z	Cancelled	The College cancels the class for one of the following reasons: • Cancelled classes due to staff absence • Unexpected college closure	Neutral

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Promoting Excellent Attendance

- All learners will sign the Learning Agreement at the start of their course agreeing to follow the Attendance procedures.
- Parents and Guardians of those learners under 18 will be given a copy of this Learner Agreement along with information on how they can support excellent attendance.
- All College staff will reinforce the importance of excellent attendance throughout the year.
- Information on weekly attendance should be displayed within each department and linked to a programme of rewards which will be in place throughout the year to support excellent attendance. This system of rewards will be based within each department and will culminate in an overall prize for attendance.
- Attendance will also be measured at each Milestone highlighted in the Tutorial Framework. At each milestone learners will be awarded a badge for attendance.
- Anyone with 100% attendance for a term will receive a postcard home.
- Any learners whose attendance falls below 90% should receive an immediate message; this should also be sent to their parent/guardian. Letters are available for this.
- Attendance reports will be produced for departments on a weekly basis and will be reviewed in departmental meetings monthly. It is expected that course tutors and subject lecturers will provide information on course attendance in readiness for these meetings.
- Staff will develop strategies to engage learners in useful activities to enable them to achieve their potential and develop skills for employability and progression; this will be used as a tool to improve attendance.
- Each department will celebrate the learner of the group and attendance of the group at Christmas and Easter; certificates will be made available for this.
- The College will design all curriculum to maximise employability and progression opportunities for its learners; this will be used as a tool to improve attendance.

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Challenging Poor Attendance and Punctuality

Attendance

- College staff will apply the College's Learner Relationship Management procedures to learners with an unsatisfactory attendance record, a pattern of absenteeism, repeated lateness or early departure from class.

- Where a learner's attendance is cause for concern and falls below the College's intervention trigger of 90% within 1 month this will lead to a formal discussion with their tutor, recorded on VITAL. Failure to improve attendance could lead to a POA1 and subsequently may lead to learners being withdrawn from their programme if they fail to respond to warnings or breach of any agreements made regarding attendance i.e. a POA2.

- College staff may contact the learner or parent/legal guardians or employer of learners under the age of 19 to seek an explanation for the unsatisfactory attendance. Standard letters will be available for this.

- Learners facing hardship that is impacting on attendance may be able to apply for additional Financial Contingency Funding [FCF].

- A formal attendance report may be made to learner's sponsor, including employer, the Local Authority, Student Finance Wales

- Where appropriate, the learner will be referred to Learner Support to ensure any additional pastoral and welfare support is provided – this will be outlined in the Inspire to Achieve project.

Punctuality

- Learners arriving more than 10 minutes late for a class (including work placement) and without an appropriate reason, will be marked as being late and will be recorded in the register with an L. Three late occurrences will lead to a Notice of Concern and the formal implementation of the Learner Relationship Management procedure. Learners will be allowed into class as soon as it is convenient.

- Anyone who leaves a class early will have this recorded in the register with a XX. Persistent early departure from class may result in the tutor implementing the College's Student Relationship Management procedures. Three occurrences of this will lead to a Notice of

Concern and the formal implementation of the Learner Relationship Management procedure.

eTutorial

eTutorial will be marked on a weekly basis after content is completed on the relevant Moodle course. Content can be completed between Monday and Sunday at any time inside or outside college. Learners who do not complete eTutorial will receive an absent mark unless content is completed between the specified time. Learners who complete the content after the date can still earn a Late mark.

Date approved: 14/9/2018	**Responsible Manager:** Dean of Quality Improvement
Approved by: Quality Standards Board	**Executive Lead:** Deputy Principal Curriculum and Standards
Review date: 30/8/2019	**Accessible to Students:** : Yes