



# Attendance & Punctuality

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## Policies & Procedures





# Attendance and Punctuality Policy

## 1. Introduction

The purpose of this policy is to support college staff, parents and carers to encourage full attendance of students. College staff will record and monitor attendance and absenteeism and apply appropriate strategies to manage these by ensuring a consistent approach is applied throughout college. Good attendance and punctuality are important for achieving success and are also important life skills, conversely absence from college disrupts learning and hinders progress.

## 2. Attendance responsibilities

Parents and carers are encouraged to support their young person to attend college. College staff, parents and carers should ensure that students arrive at college on time, properly attired, with correct equipment and devices, and lunch (if required) so that students are ready to learn.

Rotherham Opportunities College expects students to have good attendance, to arrive on time and to be appropriately prepared for the day. Students are expected to inform college staff if there is any reason that will prevent them from attending college.

The college will monitor attendance, punctuality and absence during scheduled college day during term time, not including evenings. Rotherham Opportunities College uses an electronic registration system to record and monitor the attendance of all students during the college day to ensure the safety and welfare of all students. The punctuality of students will also be monitored and followed up where necessary.

College staff will form strong partnerships with parents and carers enabling good communication and support to resolve issues preventing full attendance. Parents and carers must contact the college on the first day their young person is unable to attend. The college will contact home on the first day of absence in cases where no satisfactory reason has been received to explain a student's absence. When a student is absent and contact cannot be made by telephone, a home visit by college staff may be made.

Staff will also work closely with appropriate agencies where there are concerns regarding the attendance of students. If poor attendance persists the college will make a referral to Early Help or the student's social worker (if applicable).

## 3. Unplanned absences

Staff will report any student who is absent from college for two weeks or more to the commissioning local authority.



#### **4. Holidays and exceptional leave of absence**

The college may grant agreement for holidays or for exceptional leave of absence during term time. Reasons for exceptional leave of absence include:

- Family holidays
- Acute illness
- Medical appointments/other appointments that cannot be arranged outside of term time or the college day
- Days of religious observance
- Exceptional circumstances such as bereavement, graduation or marriage of an immediate family member
- Seeing a parent who is on leave from the armed forces
- Problems with transport – confirmation required from the transport provider
- Participation in a competition

#### **5. Staff responsibilities**

Monitoring attendance and punctuality requires a whole college approach. Every member of staff at Rotherham Opportunities College has a role to play in ensuring students attend regularly and are punctual.

Teachers and senior leaders will be involved in setting appropriate college targets on attendance. Attendance will be reported in annual reviews.

College attendance data will be collected, analysed and monitored. The college will respond to any areas of concern identified.

