



TyneCoastCollege

Youth College (14-16) Attendance Policy

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
CMT	V 6	October 2022	October 2025	Strategic Lead 14-16

Equal Opportunities:

Impact Assessed

POLICY NUMBER 90

Youth College (14-16) Attendance Policy

1 Policy Statement

The aim of this policy is to provide clear guidance to students, parents, staff and other stakeholders about the expectations of the 14 – 16 College with regard to the management of student absence from College.

Attendance refers to the scheduled time spent on college programmes, and this can be categorised as lectures, workshops, work placement, tutorials or online remote learning as specified in the student's timetable, handbook/learning agreement or individual learning plan. Regular and consistent attendance at college is expected and is critical to any student's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the student's programme of study and the college will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme.

Therefore all attendance is fully monitored on each aspect of the study programme. Each case of absenteeism is different and will be treated individually. The college accepts the many causes of absenteeism exist and will work with learners on an individual basis to best address the needs and wants of each learner.

2 Scope

This policy applies to all 14-16 learners enrolled with Youth College.

3 Legislation

Education Act 1996

4 Responsibilities

The Principal of Tyne Coast College, the Assistant Principal, Heads of Curriculum and Performance, Quality Coordinators, Course Leaders, Pastoral Staff and Youth College Manager and Attendance Welfare Officer for Youth College have responsibility for the implementation of this policy.

5 Actions to Implement Policy

Procedure to be followed by all Parents/Carers:

- If a student is going to be absent from College, the Parent/Carer must contact the college between 8.30 am and 9.00 am on the day of the absence. Whenever possible they should ensure routine medical appointments are made outside of college hours.
- If a student is absent for three consecutive days or more, the parent/carer may be asked to provide medical evidence for the absence. This will enable the College to allocate authorised absence on the register. The direct number for the college

absence line is the Youth College Attendance Welfare Officer mobile number : 07836660005

- Parent/carers should ensure that college has appropriate contact numbers available to allow college to follow up unexplained absences. This is to ensure the safety of your child.

- Applications for term time holidays will not be approved or authorised.

Procedure to be followed by all staff:

- Staff must mark all registers within 15 minutes of the start of a lesson. This triggers an automatic email alert to the Youth College Manager, Youth College Attendance Welfare Officer and the school (during transition period). Automated texts are sent to the NOK to notify them of student absence.

- The Youth College Attendance Officer will contact the parent/guardian of the student to establish the reason for non-attendance.

- Reason for absence must be recorded on ProMonitor by Youth College Attendance Officer and all appropriate staff informed

- The Course Tutor/Intervention mentor will discuss this absence with the student on their return and determine if further action is required – If further action is required contact the Youth College Manager.

- If a student is absent for three consecutive days or more, the parent/carer may be asked to provide medical evidence for the absence and also agree how to improve attendance. This will enable the College to allocate authorised absence on the register.

- If no contact can be made then a home visit will be made to establish the reason for non-attendance. This is to be carried out after 3 consecutive absences with no contact from parent/carer.

- Where there has been **no contact** from parents for a period of 10 school days of absence, and the Youth College have made all reasonable attempts to contact home, then the Youth Attendance Welfare Officer will refer the student to the Local Authority as a Child Missing in Education and contact other appropriate authorities including the police and social services.

Penalty notices for non –attendance

- Regular and punctual attendance at school/college is both a legal requirement and essential for pupils to maximise their education opportunities.

- Legal action in courts may be used as a strategy to improve attendance when Parents/carers have failed to secure their children's regular attendance within Youth College or Career College North East

- If your child fails to attend the 14–16 college satisfactorily and achieve minimum standard of attendance (90%) he/she will be action planned and monitored. If the attendance does not improve over the next 15 College days, then we will issue a warning letter and then if there is still no improvement following warnings we will inform the Local Authority to consider commencement of appropriate legal action following a trial period of 15 days to improve attendance.

The circumstances in which a penalty notice for non-attendance may be issued include:

- Parental condoned absence
- Unauthorised leave of absence during term time unless there are exceptional circumstances
- Persistent late arrival after registration – this means more than 5 times in a half term period.
- Truancy – unexplained absence including missing classes during the college day

Legal procedure:

- Where attendance is a cause for concern the initial formal warning letter will be issued and an opportunity given to improve attendance over the next 15 college days.
- If it is considered that no improvement has been made within the given time frame then a Request for Issue of a Penalty Notice will be made to the Local Education Authority under Section 444a, Education Act 1996. The matter will then be handed over to the courts.

Punctuality to lessons and Truancy:

- All staff should record the number of minutes late to a lesson where this is of a repeated nature. The Youth College Manager will run reports to identify areas of concern (including truancy) and, where appropriate, initiate disciplinary proceedings at the appropriate level with the College's behaviour policy.

6 Monitoring & Evaluation

The College Management Team (CMT) will monitor the operation of this policy by receiving regular reports on student attendance. Attendance will consistently be monitored by the Youth College Manager for 14 – 16, Intervention Mentors and tutorial coaches who will then update the Head of Curriculum and Performance and Assistant Principal for review within the Performance Monitoring meetings.

7 Related Policies

Tutorial Support Policy
 Student Disciplinary Policy
 Exclusion Policy 14-16