

POLICY

LEARNER ATTENDANCE AND WITHDRAWAL POLICY

Scope and application

The connection between attendance and high achievement, progression and employability is clear.

The Pembroke College Learner Agreement is clear on our expectations: attendance should be **100%**. We aim to support everyone in achieving their goals with us but we are also firm on the standards we expect. This policy sets out the College's expectations and how we will address unacceptable standards of attendance in partnership with learners and parents/carers.

This document should be read in conjunction with the following: Learner Agreement; Fitness to Study Policy; EMA/Attendance guidance; Student Financial Support Policy; Equality and Diversity Policy; Safeguarding Policy and the Learner Disciplinary Policy.

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1.0 Introduction

- 1.1 Pembrokeshire College recognises the relationship between good attendance, punctuality and learner success. Persistent lateness and lack of attendance is disruptive to the teaching and learning activities of all college learners and affects performance and attainment.
- 1.2 The aims of this Policy are, to enable all absences to be fairly and consistently dealt with at Pembrokeshire College. As well as to monitor and improve the attendance of all learners.

2.0 Roles and Responsibilities

Roles and responsibilities associated with **Learner Attendance and Withdrawal Policy** are outlined in the table below:

Role	Responsibilities
Head of Safeguarding and Learner Well-being Services	<ul style="list-style-type: none"> ➤ Overall responsibility for the policy. ➤ Considers appeals against withdrawal.
Head of Faculty	<ul style="list-style-type: none"> ➤ Considers appeals against withdrawal. Oversees the Faculty Management of attendance via Faculty Management Teams.
Curriculum Area Manager	<ul style="list-style-type: none"> ➤ Issues Improvement Notices and Action Plans where attendance is considered to be unacceptable. ➤ Contact with parent/carer.
Programme Tutor	<ul style="list-style-type: none"> ➤ Arranges tutorial meeting to discuss absences where absence level is a cause for concern. Issues verbal warnings and action plans to improve attendance. Can refer to Learner Coach Team for academic support.
Attendance/Retention Officer	<ul style="list-style-type: none"> ➤ Where attendance falls below an acceptable level holds Attendance Meeting with learner and (where appropriate) parents. Meeting outcomes: Final Warning

	with Improvement Conditions or Withdrawal from Course.
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3.0 Attendance Guidance

- 3.1 Learners have signed and are therefore expected to comply with the Pembrokeshire College Learning Agreement. There is an expectation that all learners will endeavour to achieve 100% attendance. Where attendance falls below this level, learners will be dealt with through the Unacceptable Attendance Procedure (Appendix 1).
- 3.2 Learners' attendance will be monitored through the Faculties and the cause for concern noted on the electronic Individual Learning Programme (e-ILP).
- 3.3 Learners can monitor their attendance through their "My Day" page.
- 3.4 Learners are required to arrive punctually and attend all classes, compulsory activities, tutorials/reviews and Learner Support sessions. Persistent lateness will result in a disciplinary meeting being held with the Attendance/Retention Officer in accordance with this policy.

4.0 Absences – Reasons for Absence

- 4.1 **Unauthorised** absences include absence derived from reasons such as:
- Illness (unless accompanied by medical certificate /hospital letter);
 - Unexplained absence;
 - Family holidays during term time;
 - Medical and dental appointments (unless accompanied by medical letter, appointment card);
 - Attendance at court, probation office;
 - Weddings, family celebrations;
 - Driving lessons;
 - Unforeseeable transport problems; and
 - Suspension.

This list is not exhaustive, all unauthorised absences count as a negative mark and will affect a learner's overall attendance percentage.

4.2 Authorised absences

There is an Authorised Absence Request form available at the Learner Contact Centre or on MY Day. Learners need to complete the request form and get it signed by a parent/carer where they are under 18 years of age. The form must be presented to their tutor who will consider authorising the absence.

Authorised absences include:

- Interviews and visits to Universities;
- Examinations – relating to your course;
- Driving Test, Theory Test when accompanied by a letter; and
- Hospital appointments accompanied by a letter.

The above is not an exhaustive list, authorised absences will not adversely affect learners' attendance percentages. However, the College will review authorised absences for any patterns. Persistent absence relating to the above will need to be considered formally in accordance with fitness to study procedures.

5.0 Absence reporting

- 5.1 If a learner is unwell before they arrive at College or wish to report an absence they or their parent/guardian must contact the College before **9.30am on each day of absence**.
- 5.2 Absence can be reported by telephoning the Absence reporting line on 01437 753199 or by emailing absence@pembrokeshire.ac.uk. Learners' must provide their learner ID number, name, course and reason for absence.
- 5.3 In the event that a learner is feeling unwell during the College day the College Nurse must be informed or in her absence report to room F8.1 where learners can sign out.
- 5.4 Learners must not leave the premises without doing this.
- 5.5 Where there is a period of extended illness consideration will be given to placing the learner under the Fitness to Study Policy.
- 5.6 College attendance staff will endeavour to make contact with learners on their first day of absence and where appropriate will notify parents/carers of absence (under 18 years) by sending a text message to their nominated next of kin notifying them of their absence.
- 5.7 Where there are emerging attendance problems staff will contact parents/carers to discuss the issue.

6.0 Unexplained Absences

- 6.1 Unexplained absences are unacceptable if any learner is absent for longer than four weeks without reporting the absence to the College. The learner will be withdrawn from their course using the “Withdrawal Procedure” (Appendix 2).
- 6.2 In these circumstances the Learner Disciplinary Policy will not apply and their withdrawal will be recorded on the College Information system which will be considered for any future applications made to the College.

7.0 Definitions

Term	Meaning
Cause for concern	Attendance rate of between 80% and 95%
Unacceptable	Attendance rate of between 70% and 79%

8.0 Document Control

Version	Description	Date	Creator	Reviewer	Authoriser	Document Custodian
1	Rev 1	01/08/2017	Maxine Thomas	Curriculum Cluster	Barry Walters	Bruce Pudner
Signed						

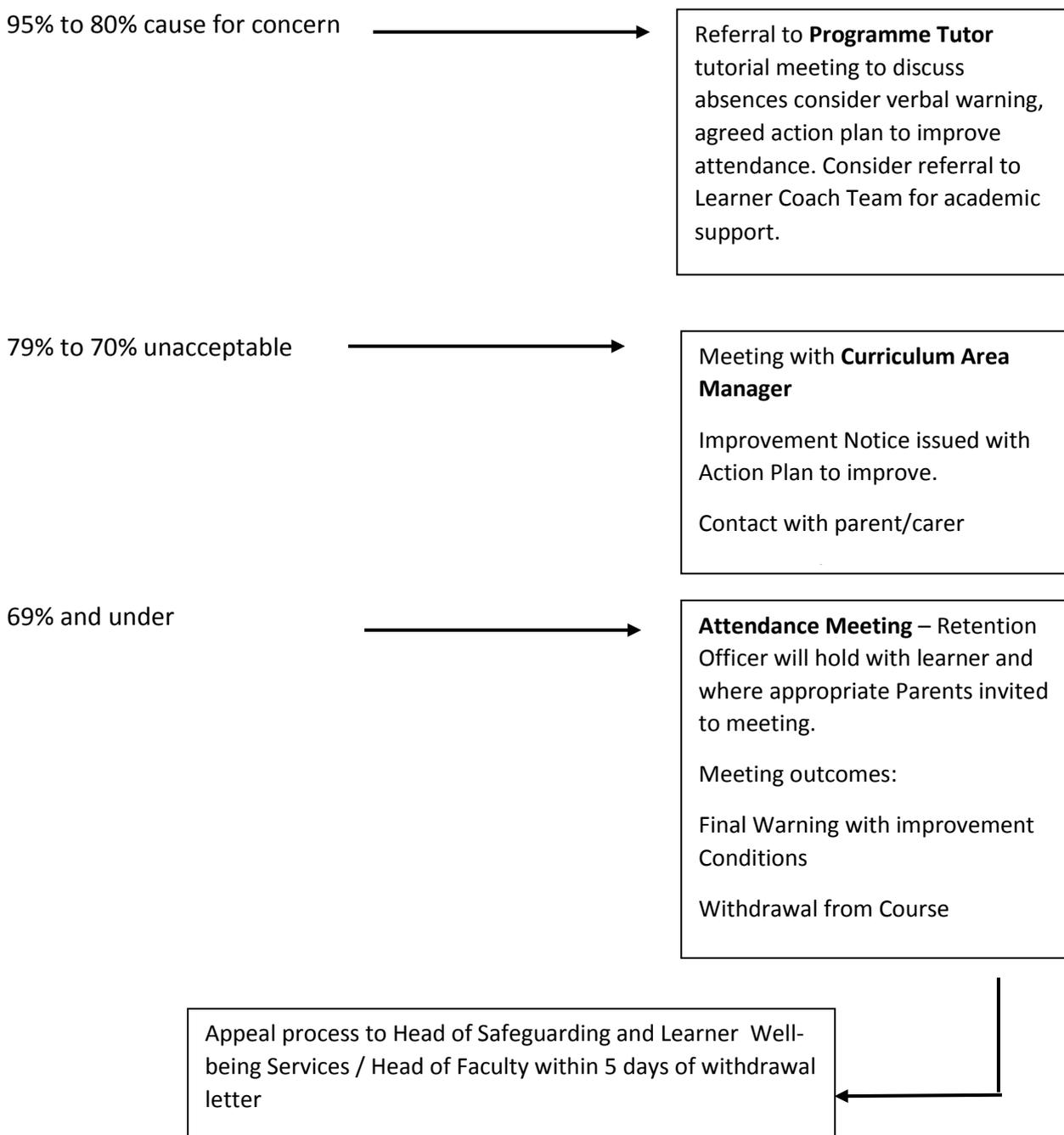
The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

Appendix A – Unacceptable Attendance Procedure

Overall attendance

Action



Appendix B – Unexplained absences –Withdrawal Procedure

Weeks 2/3

Learner identified as having two continuous weeks unexplained absence (no contact or reporting absence to College)



Weeks 3/4

- Attendance staff to liaise with Programme Tutor and Learner Coach/ Youth Officer/Nurse to ascertain if there are exceptional circumstances known regarding the learner and their absence.
- Attendance/ Retention Officer to make initial contact with the learner to ascertain reasons for absence and to offer referral for support.
- Where no contact is achieved. A letter is to be sent by the Attendance/ Retention Officer putting the learner on notice that they may be withdrawn from their course. A date will be provided when contact is required. (1-week turnaround)



Contact made by learner

YES

Learner referred back to unacceptable attendance procedure and attendance rate monitored or withdrawn if learner states they are not returning

N
O

Weeks 4/5

- Learner discussed at Internal Agency Review meeting
- Meeting authorises withdrawal or directs further action as deemed necessary
- Where withdrawal is authorised notification to Programme Tutor and Curriculum Area Manager
- Withdrawal form completed and submitted to MIS.



Appeal process to Head of Safeguarding and Learner Well-being Services / Head of faculty within 5 days of Withdrawal Letter