

## Attendance and Punctuality Policy

**Primary person responsible for updates to this policy:** Chris Randell

**Job title:** Principal

**Last review date:** June 2025

**Next review date:** June 2026

**Relevant ISI coding (if applicable)**

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers and agents where appropriate.

## Overview

All staff at Abbey College Manchester are committed to the success of our students. We aim to provide lessons of outstanding quality, delivered by expert teachers, in a friendly and supportive college.

The College works in accordance with the DfE School attendance – Guidance 2022 ensuring:

- Good attendance and reducing absence including persistent absence
- Every student has access to full time education
- Early action to address patterns of absence
- Parents support the school in promoting good attendance
- Students are punctual to lessons

The information can be found in the following documents:

- [Children missing education](#)
- [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](#)
- [Working together to improve school attendance \(publishing.service.gov.uk\)](#)

## Lesson attendance and punctuality

At Abbey College Manchester we expect students to attend 100% of lessons and to be on time.

Disciplinary action may result from poor attendance. Students who are in the UK with a student visa must understand that they risk having their visa terminated, or not renewed, if their attendance is poor or if they are missing from the college for extended periods of time.

## Lesson punctuality

Students must be punctual and attend all lessons on time. Students who arrive late miss the start of the lesson, disrupt the lesson for the teacher and the learning of other students in the group. Persistent lateness will lead to a verbal warning and may lead to a formal written warning if no improvement is made, both of which will be communicated to parents/guardians.

## Authorised and unauthorised absence

There are two registration points in the day 9.00 AM, as a part of lesson 1 and 1.50 PM, which is a standalone registration, with the students form tutor. Students must attend all registration periods, unless agreement is made with Head of Year. Students are also registered each lesson.

Parents/Guardians must authorise a student's absence. If this is not authorised, it will be raised as a concern with the student's Head of Year and parents/guardian may be asked to come into college to discuss.

It is very important to understand the difference between authorised and unauthorised absence and what can lead to disciplinary action. Parents/Guardians must provide a written confirmation for an authorised absence, with supporting documents if required, to student services.

If permission is given, the student's absence will be authorised. In exceptional circumstances authorised absence may be given *after* the date of the student absence. Authorised absence is not included when calculating a student's academic year attendance. If the absence is authorised, the student must contact their teachers directly to collect any work, to ensure they are up to date. Lessons are no longer available via Teams, therefore students will be required to attend all classes face to face in College.

### Reporting an absence:

If students are unexpectedly absent from college due to sickness or any other unavoidable reason, the college must be informed before 9.00am either by phone or by email. Parent/guardians are responsible for contacting the college to explain the absence. **Students are not able to authorise this own absence.**

Examples of authorised absence:

- **Illness or injury:**  
If a student is absent because they have been ill or injured, they may be required to present medical documentation to the HOY or Student Services, who will authorise any absences or have authorisation from Senior Pastoral Staff.
- **Medical and Dental appointments:**  
As far as possible, these should be made to fit in with the student's timetable so that classes are not missed. If this is unavoidable, students must seek permission from their HOY. Proof of appointment will be required to authorise this.
- **University visits and interviews:**  
If students are invited to a University admission interview, they are to provide documentation to the HOY or Student Services.
- **Work Experience**  
Any work experience must be formally agreed with the students Head of Year. The college will correspond with the work experience provider to verify attendance.
- **Religious and special events**  
In line with our British values, we respect all students' religious beliefs. For religious celebrations it is necessary for the college to be aware and to give guidance on how long

authorised celebrations should last. Dates for any authorised religious celebrations will be communicated to parents, guardians and students by the college.

- UKVI visa appointments  
Evidence of appointment will be required

The weekly attendance report outlines absences to lessons.

- Students with 95-100% attendance = Green
- Students with 90-95% attendance = Amber
- Students with under 90% attendance = Red

### Examples of Unauthorised Absence

Absence through repeated illness where staff deem the student fit to study or where patterns suggest behavioural issues rather than medical ones.

### Extended Holiday during Term Time

It is essential that students attend every day of term. Permission will not be granted to students either to extend college holidays or take holidays during term time, except in exceptional circumstances where the Senior Leadership Team authorise holiday absences, these are likely to be holidays that are booked prior to enrolment. Term dates can be found on the college website. Weekend and extended break/holiday forms are available on the Student Shared Drive and the College Portal, **these will be reviewed by the Senior Leadership Team and will not guarantee authorisation.**

### Attendance Codes

| Code | Description                                         |
|------|-----------------------------------------------------|
| /    | Present                                             |
| B    | Educated off site (remote)                          |
| C    | Authorised                                          |
| E    | Excluded                                            |
| G    | Absent due to Social Emotional Mental Health (SEMH) |
| I    | Illness                                             |
| J    | Interview                                           |
| L    | Late                                                |
| M    | Medical/Dental Appointment                          |
| N    | No reason yet provided for absence                  |
| O    | Unauthorised Absence                                |
| P    | Approved Sporting Activity                          |
| R    | Religious Observance                                |

|          |                                                     |
|----------|-----------------------------------------------------|
| <b>S</b> | Study Leave                                         |
| <b>V</b> | Educational Visit                                   |
| <b>W</b> | Work Experience                                     |
| <b>X</b> | Non-compulsory School Age or Not Required to Attend |

### Attendance for Compulsory School Age Students

A student is of Compulsory School Age (CSA) if the student is below the age of 16 on the first day of the academic year. **A student remains of compulsory school age student for the whole academic year.**

CSA students face additional risks and additional precautions are taken at Abbey College Manchester to secure a safe environment for these students to learn in.

### Class Registration

- Registers are a legal record and must be accurate. Teachers who do not keep up their registers may need additional training or face disciplinary action.
- Teachers must register in the first ten minutes of the lesson.
- It is a legal duty for teachers to ensure they have correct registers.
- If a student falls ill during a lesson or states that they are unwell they should be sent to the College Nurse. The teacher must send an email to the Nurse and Head of House to inform them to expect an unwell student. The college nurse will decide if the student is authorised to go home during the college day, contact will be made to parents/guardians. Parents/guardians must contact the college when the student has arrived home.
- For safeguarding reasons students must have their ID badge with them at all times.
- If the electronic system is down, staff must email student services to notify them of the class title, period and name of each student who is absent or late.

### Attendance Intervention Procedures

To ensure the college has effective procedures for managing absence, the attendance officer, supported by the pastoral team and the senior leadership team will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem; these prevention methods will include:
  - Contacting parents
  - Having attendance support meetings
  - Develop student support plans

These strategies will be developed on a case-by-case basis and will consider the particular needs of the students whom the intervention is designed to target.

The college will aim to improve attendance in the overall college cohort by acknowledging good attendance in the following ways:

- Letters/emails home
- House rewards
- Certificates

Compulsory study periods will be placed in the students timetable on place of some free periods. Students are expected to register and attend for these periods as they would for any other lesson. This is to provide a focused time for student study so that they are better able to meet the demands of their chosen programme of study.

### **Attendance Monitoring Procedures**

The college will use a range of day-to-day processes and procedures to monitor attendance to school, which includes:

- Daily punctuality monitoring by Heads of Year (HOY) and Assistant Head of Year (AHOY) to identify those with poor punctuality. Poor punctuality may lead to a detention.
- Daily attendance calls/emails by the Attendance Officer to speak to parents and carers of students that are absent from school without explanation.
- As a measure of ensuring the safety and wellbeing of the student, if we cannot verify or confirm their absences, the college reserves the right to carry out a home visit. A meeting with Parents, Carers and Students will be organised when attendance has fallen below target levels.
- Whole-college monitoring procedures will also be implemented to support long-term attendance monitoring, including:
- Form group attendance data sent to Tutors by HOY/AHOY.
- Half term summary reports, showing individual subject attendance will be sent to students, parents and guardians. These are also discussed by the Senior Leadership Team.

Where a student's attendance drops below 95%, they will be escalated through our stages of Attendance Interventions.

Continued absence from school will result in a stage being escalated, which will result in further support and potential action from school. Where a student's absence raises a safeguarding concern, the college, in line with safeguarding protocols, may need to report concerns to the relevant Local Authority.

- **Students with 95-100% attendance**
- **Students with 90-95% attendance**
- **Students with under 90% attendance**

The stages, percentage boundaries and the actions in each Attendance Intervention are listed below:

**Stage 1 - 95% - 100% attendance:**

- HOY, AHOY and/or Tutors will encourage improved student attendance by completing regular 1-2-1 discussions to support positive habits and overcome any potential barriers to attendance.

**Stage 2 - 90% - 95% attendance:**

- HOY, AHOY and/or Tutors will meet to discuss improved student attendance, positive habits, overcome any potential barriers to attendance and agree improvement targets. Notes of this meeting will be made.
- Contact to parents & carers will be made to notify our concern regarding students' attendance, suggesting potential support for families to address poor attendance.

**Stage 3 – 89.9 and below attendance:**

- HOY or AHOY will meet with the student to review the progress since last meeting. They will clarify the impact of poor student attendance on academic achievement. This meeting will review specific targets for the student alongside outlining any additional support required. This meeting will be documented and emailed to parents for follow up discussion.
- Contact will be made with home to invite parents/guardians into college to attend a formal attendance meeting involving the HOH and Attendance Officer if required.
- During this meeting, a range of methods of support will be discussed. The completion of an attendance contract, with clearly defined targets for all parties to work towards to improve student attendance.
- Student may be placed on an attendance report.
- Continued failure to engage with HOY or AHOY will result in escalation to further action, including parental meetings with a member of the Senior Leadership Team.

**Stage 4 – Continued Failure to Engage:**

- Continued failure to engage with previous attendance interventions will result in escalation to further action, including parental meetings with college Senior Leadership.
- Student will be placed on an attendance report.
- For those of compulsory school age, contact may also be made with the Local Authority, for poor attendance and refusal to engage with support from school may be put into place.
- If a student is absent from college for two weeks with insufficient contact, the college will fulfil its duty of submitting a 'Missing in Education' report.
- If legitimate reasons for continued absence exist, the college will work with the parents/guardians to create a plan for reasonable adjustments to alleviate specific barriers to attendance.

Abbey College Manchester holds a government licence to allow international students to study in the UK. Therefore, we are the sponsors of your VISA while you study with us.

The UKVI has very strict rules and regulations about the attendance of international students. To ensure that you can complete the course successfully, you will be asked to comply with the following:

1. You must maintain a weekly attendance figure of at least 95%

In order to comply with the conditions of your visa, Abbey College Manchester requires you to maintain a minimum weekly attendance of 95%.

If attendance falls below 95% we may report you to the UKVI, withdraw our sponsorship, and you may have to leave the country. If there is any doubt as to whether you are a genuine, attending student, then we legally have to report you to the Home Office.

2. You must be able to explain and justify all absences and follow the College procedures if an absence occurs

For students at Clydesdale House the Houseparent will contact college reception or student services.

For students in Host family, the host will contact the college. For students living with a Guardian, the Guardian must contact the college.

3. For those students who are living independently (not in college arranged accommodation or with a Guardian)

If you are living independently, you are responsible for contacting the college about your absence. As soon as you return to college you must explain your absence.

4. You must notify the College in advance of any planned absences

If you know in advance that you will miss class for any reason you must inform your Head of Year. Examples of when absences may be authorised are stated in this document.

5. You must ensure that we are able to contact you at all times

As your sponsors we must know where you are at all times. It is a UKVI law.

You are responsible for providing us with up-to-date contact numbers in order to protect your visa in case of a UKVI inspection.

If you change any of your contact details, please let your Head of Year know or report direct to Student Services or the International Operations Team.

**Support for Students with difficulties around the Social, Emotional Mental Health**



Abbey College Manchester is an environment that promotes students' positive mental health and wellbeing.

In circumstances where a student's attendance is impacted by difficulties around their Social, Emotional Mental Health (SEMH), we have strategies in place for developing Reasonable Adjustments to alleviate the barriers they face.

Where appropriate, these the adjustments are agreed with the students and their parents/guardian and reviewed regularly. Parents/Guardians will be involved in this process as much as possible and we will ensure regular review meetings are in place.

When recording absences in relation to SEMH, we use the 'G' code, this shows more specifically the reason for the absence. The 'G' code works in the same way as I (illness), the absence will be authorised but still counts against overall attendance. This code will only be used when stated to be

specific SEMH struggles and/or if we have had prior evidence of this. The 'G' code is not used if there is reasonable doubt that the lack of attendance is mental health related.

The strategies for Reasonable Adjustments can include:

- Reduced/amended timetables.
- Regular meetings with students and/or parents/guardians
- Buddy systems
- Appointments with the College Counsellor
- Regular updates to parents on the students attendance percentage
- Rewards for improvement