

Attendance and Punctuality Policy

Primary person responsible for updates to this policy: Marc Cronin/Neha Kumar

Job title: Assistant Principal/Attendance Manager

Last review date: October 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

At Abbey College Manchester we strive for all our students to maximise their individual potential and to prepare themselves for the next stage of their lives.

It is a fundamental duty for the college to strive for high levels of punctuality and attendance. There is a strong correlation between attendance and punctuality and academic achievement, and we expect our students to be achieving 100% attendance whilst at the college. Attendance and punctuality are carefully monitored by Assistant Principal Pastoral and Boarding (Senior Attendance Champion), Attendance Officer, Heads of Year (HoY), Assistant Heads of Year (AHoY), Tutors, Subject teachers and Houseparents.

Students have a right and responsibility to access their education which means attending all classes and scheduled activities. Parents and teachers share the responsibility to ensure that students attend properly and derive maximum benefit from their education; if there are matters affecting this, the College expects transparency and for these to be shared, so that a joint solution can be considered.

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.

This policy should be read in conjunction with:

- i. Safeguarding Policy
- ii. Missing and Uncollected Child Policy

School attendance is mandatory under the Education Act. It is also part of the College's Terms and Conditions.

The College will follow governmental guidance on attendance matters as set out in *"Working together to improve school attendance"* (DfE 2024)

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.

Attendance Monitoring

Assistant Principal Pastoral and Boarding is the overall College Senior Attendance Champion and has oversight of attendance across the College. The College Attendance Manager, along with HoY and AHoY, monitors attendance and punctuality. The Attendance Manager produces cumulative and individual attendance reports. AHoY contact parents on a weekly basis if there are attendance concerns with an individual student.

The DSL and Safeguarding Team also consider attendance data when discussing concerns.

A pupil with attendance of less than 95% is classified by “Working together to improve school attendance” (DfE 2024) as a persistent absentee.

A pupil with attendance of less than 50% is classified as a severe absentee.

If a pupil falls within either of the above categories, the College will take steps alongside the parents or carers to support the pupil back to good attendance patterns.

In extreme circumstances, failure of parents or pupils to engage with support from the College may result in legal action being taken by the Local Authority in line with the Education Act 2002.

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.

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.**

There may be occasions when it is appropriate for a pupil to be away from College for a particular event. Absence, not usually exceeding 24 hours, may be given under exceptional circumstances as outlined in “Working together to improve school attendance” (DfE 2024)

All applications for absence of any kind should come from the parents/guardians and should be requested via email to the College Principal or Assistant Principal.

Application for leave should be made three weeks in advance, with the exception of medical or compassionate leave or where a pupil is invited to interview.

Authorised and unauthorised absence

Students are registered in every lesson, including study periods, and by their tutors at 13:50 every day. Students must attend all periods.

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.

Sponsored Students (students with a visa)

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 as outlined in *"Working together to improve school attendance"* (DfE 2024)

Attendance Codes

/	Present (AM)
\	Present (PM)
B	Attending any other Approved Educational Activity
C	Other authorised circumstances
C1	Leave of absence – regulated performance or regulated employment abroad
C2	Leave of absence – part-time timetable
D	Dual registration
E	Suspended or excluded without alternative provision
G	Family Holiday (not agreed)
I	Illness
J1	Leave of absence – interview for employment or admission to another educational institution
K	Attending alternative provision arranged by the local authorities
L	Late (before registers closed)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend – lack of access arrangements
R	Religious observance
S	Study leave for public examination
T	Travelling with parents for occupational purposes
U	Late (after registration closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Not required to attend – for students of non-compulsory school age
Y1	Unable to attend – normal transport not available
Y2	Unable to attend – widespread travel disruption
Y3	Unable to attend – part of school premises being closed
Y4	Unable to attend – whole school site being unexpectedly closed
Y5	Unable to attend – student is in criminal justice detention
Y6	Unable to attend – public health guidance or law not to attend
Y7	Unable to attend – unavoidable other than Y1-Y6

7	Illness due to Covid 19
8	Self-isolating due to Covid 19
9	Shielding due to Covid 19
-	All should attend / No mark recorded