



# **Student Attendance and Punctuality Policy and Procedures**

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## **Student Attendance and Punctuality**

### **Objectives**

There is clear evidence which shows the link between good attendance and success. To this end, Harlow College and Stansted Airport College are committed to providing high quality education by;

- Setting high expectations of attendance and punctuality at all learning sessions (onsite and online).
- Working with students and where applicable, their parents and employers, to embed a culture of reliability and commitment.
- Monitoring and addressing attendance and punctuality where necessary.

### **Scope**

This document applies to all Harlow College and Stansted Airport College students, including those on Higher Education, Apprentices and professional qualifications.

### **College Expectations of Punctuality and Attendance**

**Attendance** - students are expected to attend all timetabled sessions. This includes online sessions, workshops, compulsory visits and activities, work placements, tutorials etc. Attendance will be regularly monitored throughout students' time in learning. If levels fall below our expectations, support will be put in place to bring about improvement.

1. **Types of Absences** – Students are expected to give a reason for all absences. For all absences, student must provide a reason and the College will categorise these into the categories below:
  - a) **Authorised Absences** – Students are normally expected to make medical and other appointments outside of timetabled hours. However, where a student knows in advance that they are unable to attend a lesson, they should notify the College in advance (eg medical appointment, religious holiday, funeral/bereavement, driving test)
  - b) **Unauthorised Absences** – Unforeseen absences, such as illness or part time work during planned teaching time.

For both types of absence, it is a student's responsibility to inform the College as soon as possible.

2. **Punctuality and lost learning** - Students are expected to provide a good reason for any lateness. Should a learner leave College early and miss any part of the lesson this will be recorded in the register. If repeated, support will be put in place to bring about improvement and if necessary sanctions may be issued. It is the student's responsibility to inform the College as soon as possible.

## How attendance is recorded

A register is taken for every lesson in College including tutorials, GCSE English, Maths and Functional Skills. Teachers complete a register held on the College's ProSolution information system which is shared with the College's ProMetrix system. Students can access their own attendance data via the ProPortal system on Harlow College QUBE.

Registers have 4 main marks to report attendance as set out below:

- / for present
- O for absent
- L for late (after the teacher has begun the lesson)
- E for left Early

## Thresholds

Attendance and punctuality monitoring points will be look at thresholds every 2 weeks and we will categorise learner attendance and punctuality into the below categories and follow up with the appropriate action.

### Actions

Attendance Standard	Attendance %*	Average Study Time Lost **	Action Required	By Whom
Outstanding	98% - 100%	Up to 2.5 days	Celebrate achievement	Delivery Team Head of Academy
Good	92% - 97%	Up to 9 days	Monitor rolling attendance report	<u>AAM</u>
Support Required	88% - 91%	Up to 14 days	1:1 discussion	<u>PDC</u> or <u>AAM</u>
Significant Support Required	Below 87% Or above 4 late marks	15 days or more	Plan of Action with weekly review	<u>AAM</u> & HOA

\* % based on a fortnightly rolling report

\* \*\*Based on full time study over one College year

## Implementing the Policy - Staff Procedures and Guidance

<u>Staff Responsibilities</u>	<u>Student Responsibilities</u>
<ul style="list-style-type: none"><li>• <b>Teachers:</b> Mark attendance register accurately and in a timely fashion eg: within 10 minutes of the start of the lesson and follow up on absences. Record actions taken to support student.</li><li>• <b>Personal Develop Coaches (PDCs):</b> Support students with maintaining good attendance levels and developing behaviours expected at work. If necessary</li></ul>	<ul style="list-style-type: none"><li>• Attend all scheduled classes on your programme of study as confirmed on your learning agreement.</li><li>• Report any absence due to illness or other reason by contacting <b>your teacher in the 1<sup>st</sup> instance</b> (in the normal way you communicate eg; Showbie) by 8:45am on the first day of absence and every subsequent day of absence. Alternatively, email <a href="mailto:attendance@harlow-college.ac.uk">attendance@harlow-college.ac.uk</a>, (additional contact details</li></ul>

<u><b>Staff Responsibilities</b></u>	<u><b>Student Responsibilities</b></u>
<p>liaise with parents/guardians or employers. Maintain records of actions taken to support individual students and where necessary issue sanctions. Where appropriate, refer student to AAM for further support when thresholds are met.</p> <ul style="list-style-type: none"> <li>• <b>Assistant Academy Managers (AAMs):</b> Monitor attendance, ensure accurate registers which reflect the college calendar accurately (including ensuring that registers are completed in the event of staff sickness). Develop supportive Plans of Action to improve attendance and punctuality of students and where necessary issue sanctions. Where appropriate, refer student to HOA for further support when thresholds are met.</li> <li>• <b>Heads of Academy (HOAS):</b> Oversee attendance at team level and if necessary refer individual students to Fitness to Study or Student Disciplinary Panel, which may result in withdrawal from college.</li> </ul> <p><i>Please note: if a student is absent without sufficient reason for more than 4 weeks, a 'Notice to Withdraw' letter will be sent.</i></p> <p><i>All safeguarding protocols apply as outlined in our Safeguarding and Prevent Policy.</i></p>	<p>are also within programme handbooks).</p> <ul style="list-style-type: none"> <li>• Do everything possible to avoid absences by making medical appointments outside class time unless it is an emergency.</li> <li>• Avoid going on holiday during term time. If you are unsure of the term dates or other closure dates such as Staff Development Days, please refer to the college calendar on Qube.</li> <li>• Arrange in-college appointments outside of lesson time, such as careers advice, bursary or Student Ambassador activities where possible.</li> <li>• Inform your teacher in advance if you know you are going to miss a lesson e.g. attending a university open day, religious holiday etc</li> <li>• If your attendance standard requires significant support, you must commit to meet agreed targets set within a supportive Plan of Action, in order to improve your attendance</li> <li>• Check your own attendance by logging on to ProPortal.</li> <li>• Discuss any worries or personal problems affecting your attendance with your Personal Development Coach (PDC).</li> </ul>

### **College Closures**

In the event of severe weather or other critical occurrence, the College may shut in line with health and safety / government guidance. The College will announce any closures on local radio and on the College website. This would be classified as an authorised absence unless learning can be made available online.

<b>TRACKING and REFERENCE INFORMATION</b>
<b>Date Approved:</b> July 2020, 14 March 2024, 3 December 2025 (Standards & Curriculum Committee)
<b>Review Date:</b> every 3 years
<b>Author/Responsibility:</b> Executive Team Member with responsibility for Student Management
<b>Equality Impact Assessment:</b> N/A
<b>List of related policies, procedures and other documents:</b> Complaints Procedure Equality & Diversity Policy Student Code of Conduct Fitness to Study Policy Academic Performance Policy Admissions Policy Disciplinary Policy
<b>Complaints:</b> If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.
<b>Monitoring:</b> The application of this policy and associated procedure will be monitored by Deputy Principal with Student Management.
<b>Easy reading:</b> To receive this policy/procedure in a different format, please contact: HR Services.