

ATTENDANCE POLICY

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<i>This policy reflects legislation at the time it was last reviewed. If there is a conflict between legislation and the policy, legislation will take precedence over anything printed in the policy.</i>	
Changes made from the previous version:	• Removal of Student Support Officer/SSO roles and responsibilities. • Language changes (Tutorial to Personal Development Sessions) • Addition of statement regarding trips • Addition of statement regarding late marks for P1 relating to late buses. • Addition of Pastoral Sanction to PT's responsibility section • Addition of Q code rather than XX
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ATTENDANCE POLICY

1. Purpose

Wyke Sixth Form College is a place of learning and as such, expects full attendance from all its students. The basis for student success is anchored in attendance at each of their timetabled lessons, personal development sessions, learning support sessions and registered enrichments that form part of their study programme.

College staff will provide all students with teaching and support, and, with hard work, students should achieve success, gaining the qualifications that they require for their next steps.

Attendance and punctuality are also key employability skills. Establishing and maintaining good attendance and punctuality standards are therefore vitally important in overall academic and personal development.

2. Aims of the Policy

- a. To ensure a clear and consistent understanding of attendance expectations for all students;
- b. To encourage students to develop a sense of pride and achievement in their attendance and an understanding of what happens when attendance levels fall below the College expectations;
- c. To provide staff with a clear set of parameters regarding attendance expectations and an understanding of roles and responsibilities in challenging/supporting attendance levels;
- d. To provide clear channels of communication with students and their parents/carers regarding the College's attendance expectations;
- e. To ensure that attendance reporting is clear and consistent and can be utilized to inform and update the College's attendance strategy.

3. Guidelines

- a. The College regularly checks the attendance of students in each of their enrolled programmes and takes appropriate action;
- b. The College will normally involve parents/guardians of 16-19-year-old students in all correspondence relating to concerns over attendance issues;
- c. For the purposes of attendance reporting, attendance figures will consist of actual attendance figures (see attendance explanation sheet). This figure will be monitored on a regular basis by subject staff, Progress Tutors, Pastoral Leads and Pastoral Directors - any reported absences will be taken into account when considering actions resulting from poor attendance;
- d. In instances of attendance falling below the expected level, staff will undertake to discuss this with the student and due account will be taken of certificated or otherwise confirmed medical, health or disability issues. The correlation between full attendance and high achievement will be reiterated in all instances where attendance has become

an issue. Where appropriate staff will take into account any individual circumstances which may have affected attendance. **Equally, students with persistent and/or chronic health and/or wellbeing issues will be reviewed through our Health, Wellbeing and Fitness to Study Policy (Section 8 - Related College Documents);**

- e. Where a student has chronic attendance issues and there is not a clear medical reason, then it may be regarded as an act of serious misconduct. Please see The Behaviour Management Policy (Section 8 - Related College Documents) for details on our serious misconduct processes;
- f. Where it is not possible to discuss this in person, every effort will be made to contact a student by other means;
- g. Students will be referred to other sources of support, if it is felt that this would be appropriate in improving attendance and in dealing with related issues;
- h. Decisions made as a result of any discussions or correspondence regarding attendance will always involve consideration of the student's best interests;
- i. Repeated failure to meet the College's expected level of attendance without satisfactory explanation will result in the student being issued with College sanctions and ultimately, being asked to withdraw from their courses;
- j. Attendance figures will be provided to external agencies for the purposes of advising decisions on the issuing of financial support, travel bursaries, employment and Higher Education applications;
- k. If a student's attendance is below 90% and/or progress/behaviour is below expected levels, then the College reserves the right to prioritise core academic provision over residential and non-compulsory trips;
- l. Considerations from the gov.uk funding guidance document:
 - i. *Institutions must withdraw students from their programme where they have not attended for 4 continuous weeks, excluding holidays, unless there is auditable evidence of an intention to return. This aligns with the approach taken in the Education (Pupil Registration) (England) (Amendment) Regulations 2024 (SI 2024/208), which provide discretion to schools to retain pupils on roll where there is leave to remain or reasonable belief the pupil will return. Please refer to the guidance including expectations around ongoing engagement and treating early withdrawal as a last resort. 158: DfE does not distinguish between authorised and unauthorised absence for funding purposes;*
 - ii. *Institutions must have robust systems in place to ensure that students with erratic attendance due to illness or other legitimate circumstances are identified. In the case of students with mental ill-health or other legitimate reasons for erratic attendance, institutions must retain evidence of assessment and/or notification from the student, parent, advocate or medical adviser that there is a strong intention to return. In this instance, please refer to Health, Well-being and Fitness to Study Policy ([LINK](#));*
 - iii. *institutions can apply reasonable conditions of attendance in order to qualify for*

free examination entry ii: institutions can charge for examinations and resits as follows:

- *where the required attendance or completion of work has not been achieved (Wyke will not apply any charges for absences where medical evidence has been provided for chronic conditions);*
 - *where the student fails without good reason to sit the examination for which the institution has paid.*
- m. This policy will apply the conditions stated above within the funding guidance. For the purposes of this policy we reserve the right to charge exam fees to anyone with attendance below 75%.
- n. The College will seek to recognise positive attendance through a series of reward mechanisms. These will be managed through both the curriculum and pastoral teams.

4. Roles and Responsibilities

Everyone who studies or works at the College has a responsibility to encourage and also challenge attitudes towards attendance.

Ultimately, it is the students' progress that will be hampered by poor levels of attendance, but all stakeholders have a role in ensuring that positive approaches to high levels of attendance and punctuality become the norm for all students.

4.1 The Student will:

- a. Understand the link between attendance and achievement;
- b. Attend all classes, personal development sessions, and timetabled enrichments;
- c. Report absences promptly (phone or Student Portal);
- d. Discuss non-illness absences with their Progress Tutor;
- e. Manage appointments to avoid class disruptions;
- f. Catch up on missed work after an absence.

4.2 The Parent/Carer will:

- a. Support their young person in maintaining punctuality and attendance;
- b. Read and support the "Home/College Agreement";
- c. Respond to College communications about attendance;
- d. Collaborate with the College to address attendance concerns;
- e. Request extended absences (e.g., holidays) via email to the Principal via **absencerequests@wyke.ac.uk**

4.3 The Subject Teacher will:

- a. Maintain accurate class registers promptly;
- b. Rectify any inaccuracies swiftly;
- c. Provide attendance data to parents/carers (legal record);

- d. Collaborate with Progress Tutors, and parents / carers to address attendance concerns;
- e. Discuss students of concern with Heads of Subject and at department meetings;
- f. Monitor class attendance for their teaching groups including intervention support;
- g. Track student attendance against college benchmarks;
- h. Use their discretion in marking students present (for Period 1 only), if the student's bus is late through no fault of their own.

4.4 The Head of Subject will:

- a. Monitor class and cohort attendance within their subject;
- b. Track attendance against college benchmarks;
- c. Discuss attendance and students of concern at department meetings;
- d. Ensure teachers within their department record registers accurately, and in a timely manner;
- e. Work with parents / carers to discuss attendance concerns where appropriate;
- f. Work with Progress Tutors and Pastoral Leads as appropriate to address attendance concerns.

4.5 The Curriculum Director will:

- a. Monitor overall attendance for the faculty;
- b. Quality assure and analyse data from college reports and platforms;
- c. Work with Heads of Subject to discuss attendance concerns (cohorts / classes / students);
- d. Work with Heads of Subject to develop attendance initiatives within the faculty;
- e. Ensure Heads of Subject within their faculty complete registers in an accurate and timely manner;
- f. Support Pastoral Directors on behavior management processes for persistent poor attendance;
- g. Work with parents / carers to discuss attendance issues where appropriate.

4.6 The Progress Tutor will:

- a. Oversee college-wide attendance for the students in their cohort;
- b. Discuss absences in student 1-1s;
- c. Enforce expectations for 100% attendance;
- d. Administer the "Attendance Sanction" for non-compliance through our formal behaviour processes;
- e. Administer the "Pastoral Sanction" for a student who repeatedly misses Personal Development Sessions. This will follow the "3,5,7" rule.

4.7 The Pastoral Lead will:

- a. Monitor attendance within their quarter of the college;
- b. Track attendance against college benchmarks;
- c. Ensure tutors within their quarter record registers accurately, and in a timely manner;
- d. Quality assure overall and tutorial attendance for the Progress Tutors they manage;
- e. Ensure transparent data on authorised/unauthorised absences;
- f. Work with parents / carers to discuss attendance concerns where appropriate.

4.8 The Pastoral Directors:

- a. Monitor overall college attendance via data reporting;
- b. Quality assure data from Pastoral Leads and Progress Tutors;
- c. Analyse individual and group attendance, including vulnerable student groups;
- d. Oversee behavior management processes for persistent poor attendance;
- e. Work with Curriculum Directors to discuss attendance concerns in cohorts and classes, and individual students;
- f. Work with parents / carers to discuss attendance issues where appropriate.

5. Record keeping/communication and reporting

Wyke operates an electronic attendance system for each and every lesson, tutorial and registered timetabled enrichment (e.g. College Production), which records student marks on a central database. This system is able to produce detailed reports not only on the lessons at which students were present but also the reasons that they provide for any absence that occurs and the extent of any lateness.

These absences are placed into two groups, reported and unauthorised, just as in schools, but the rules are more appropriate for students approaching adulthood and in fact are very similar to those that you might expect to find once in employment.

Attendance figures (based on actual attendance) will be used by the College and provided to external agencies for the purposes of advising decisions on the issuing of financial support, employment references and Higher Education applications.

Students in receipt of financial assistance from the College will need to meet any additional attendance requirements that are expected – details will be provided by the College.

6. Types of Absence and Absence Reporting

- a. All absences must be reported by phone or through the Student Portal, which will result in an R code being recorded on Ontrack;
- b. Absence can be reported via the Parent Portal and will be recorded with a Q Code;
- c. Both R and Q codes absences will be counted as a reported absence, but will still count negatively towards a student's overall attendance percentage;

- d. General illness will be recorded as a Q or R code and further details will be requested at the point an absence is recorded. Prolonged periods of absence due to chronic/ongoing medical conditions or procedures will be recorded with an M code;
- e. Non-illness absences will be recorded as an R code and will require discussion with the Progress Tutor and evidence requested. Approved personal reasons for absence will be recorded via a P code;
- f. Unreported absences will be coded O and be considered unauthorised;
- g. Communication home includes text messages and summary emails for unauthorised absences.

6.1 As far as possible, students should take responsibility for ensuring that appointments and activities that they have some control over occur at times that do not interfere with their College studies

6.2 Examples of unacceptable absences include:

Driving Lesson	Doctor's/Dentist's Appointment - routine/non-urgent
Job Training	Optician's Appointment
Holiday during term-time	Lateness over 45 mins
Looking after siblings/babysitting	House-sitting to let in tradesmen
<i>These are all events over which students have some control.</i>	

6.3 The College recognises that there are some events that students have little control over when they occur hence, they are classified as approved. Only actual present marks will be counted in the attendance figure when the College reports on attendance.

Examples of approved (P/M/V code) absences include:

Driving Test	Court/Probation meeting
Hospital Appointment/Operation	Religious Observation – up to 3 days a year, Bereavement/Funeral
HE Interview/Job Interview/Work Experience/Apprenticeship interviews (V code to be issued, pending evidence). Significant sporting events (eg representation on Team GB)	Doctor's/Dentist's Appointment - for urgent/non-routine treatment (evidence is required to support the absence) and Orthodontist appointments

The duration of the absence will be discussed with the student to determine what is reasonable based on their individual circumstances.

6.4 Lesson Absence

- a. Unavoidable absences such as driving tests, medical appointments interviews, and university open days (please see permitted list) must be reported in advance as above. Evidence must be given to the tutor following the absence;
- b. Students to follow departmental policy expectations regarding reporting absences and catching up with work;
- c. It is the student's responsibility to catch up with missed work and liaise with subject staff in order to do so. If they do not, teachers will challenge this through the Behaviour Management processes;
- d. Any unexplained 'O' mark incurred during the course of the day will result in a text message being sent to the parent/guardian. A summary email will also be sent out;
- e. Any negative patterns of attendance (unless evidence is provided) will be challenged and could result in disciplinary action. This includes failure to report absences, abusing the self-certification system in the student portal, or prolonged periods of reported absence without evidence.

6.5 Attendance Codes:

Register Codes			
Positive	Neutral	Negative (Unauthorised)	Negative (Authorised)
/ Present	\$ Staff only	O Absent – no explanation	M Medical appointment
T Tutor / Teacher Excused	Q Parent reported	U Unacceptable Explanation	P Permitted (other reason)
S Study Leave / DIL	E Exceptional Circumstances	H Holiday	
V Visit / Interview		R Reported Absence	
L Late Mark (currently in gradient form on Ontrack depending on minutes of lateness)			

Specific roles and responsibilities

Pastoral Team	Student/Parent	Curriculum Staff
- Attendance rates and absences are discussed during tutorial 1 to 1 meetings. - Tutor changes R Code to P, V or M in the following circumstances. - Chronic Illness (M) - Religious holiday (P) - Driving Test (P) - Safeguarding concerns/suspensions etc (P) - Medical Appointments (M) - Non-Mandatory Work Experience (three days max) (V) - HE Interview (V) V Code = Positive attendance mark.	- Student reports an absence via the student portal = R Code - Parent reports an absence via the parent portal = Q Code - Medical evidence provided = M Code - Appropriate personal reason cited = P Code	- Teacher to discuss reasons for absence and required catch up work. - Periods of unreported non-attendance that are isolated to only one subject area will result in a subject warning or a conduct record (for those on higher level sanctions).
Any O code results in a text message and summary email sent to parents/guardians.	Persistent reported absence will result in a parent meeting (absence review meeting) chaired by the progress tutor.	
Attendance Sanction issued following agreed criteria: 3 separate days/periods of un-reported absences: L1 attendance warning and call home. 5 separate days/periods un-reported absences: L2 warning and letter home. 7 separate days/periods unreported absences: Case conference called.		

7. Monitoring and Review

7.1 This policy will be monitored by the College's Policy Review Group.

7.2 This policy will be reviewed annually.

8. Related college documents

8.1 Documents related to this policy are:

- The Behaviour Management Policy
- The Health, Wellbeing and Fitness to Study Policy

Equality and Diversity

This policy has been reviewed to assure the promotion of equality on grounds of gender, gender reassignment, sexual orientation, race, religion or belief, disability, age, marriage and civil partnership, and pregnancy and maternity. The review deemed it to be compliant with the College's Single Equality Scheme.

General Data Protection Regulations

This policy has been reviewed and is compliant with the General Data Protection Regulations and the College's Data Protection Policy.

Appendix 1 – Equality Impact Assessment

Policy, procedure, practice or strategy:	ATTENDANCE POLICY		
Role responsible:	Pastoral Directors	Date:	Nov 2025
Briefly describe the aims, objectives & purpose of this policy, procedure, practice or strategy.	To ensure a clear and consistent understanding of attendance expectations for all students and encourage them to develop a sense of pride and achievement in their attendance and an understanding of what happens when attendance levels fall below the College expectations. This policy aims to provide all stakeholders with clear information regarding attendance expectations at Wyke.		
	Please ensure the following characteristics are considered when assessing the questions below along with any others you feel to be relevant: Gender, Sexuality, Transgenderism, Age, Race, Religion/belief, Disability, Marital/Civil partnership status, Pregnancy or maternity. Responses may be based on learner and staff data, complaints, feedback, research, student/staff surveys and/or professional judgement.		
Is there potential, or opportunity that the proposed policy, procedure practice or strategy will affect any groups adversely (including possible discrimination)? Please include any equality concerns expressed during consultation.	Gender - impact due to females requiring time off due to menstruation and /or gynecological issues. Transgender- pupils requiring time off due to medical appointments for relative treatment. Religion – may be impacted by periods of worship/ festivals e.g. Ramadan/ Eid. Disability – attendance may be affected by student disability e.g. medical appointments, access issues. Pregnancy - pupils requiring time off due to medical appointments for relative treatment and/or maternity leave.		
Is there potential for, or evidence that the proposed policy, procedure or practice either promotes or fails to promote equality of opportunity for all and good relations between different groups?	N/A		

If any action is required as a result of this screening exercise please note them, along with any mechanisms for reviewing the impact of the policy, procedure or practice.	As a result of the EQIA the following factors have been considered within the policy: Gender- mitigating activity to be explored within the Health, Wellbeing and Fitness to Study Policy. Transgender - mitigating activity to be explored within the Health, Wellbeing and Fitness to Study Policy. Religion – Students with attendance issues impacted by Religion/ belief covered by the policy. Disability- see HW&FTS Policy. Pregnancy – see HW&FTS Policy.
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