



## **Bath Academy Attendance Policy**

### **Overview**

At Bath Academy, ensuring that students have good attendance is fundamental to their success. There is a strong link between academic under-achievement and social development due to poor attendance, which is why we aim for 100% attendance. Records of attendance are kept for all students studying at Bath Academy and students are expected to attend all timetabled classes. Attendance data will be recorded at each half term and end of term report. To achieve high levels of attendance, we will work with both parents and students to understand the rationale behind the policy and tackle the underlying causes that may drive low attendance.

### **Rationale**

This policy underlines the College's approach and core principles towards attendance. These can be summarised as:

- +Consistency of Approach
- +Part of Individualised Student Development
- +Improved Retention and Achievement
- +Raising Standards of students and staff

Where there is a case of authorised absence, it is imperative that this is recorded at the earliest opportunity and formally logged by contacting the school by telephone or email. Please see Appendix to see what constitutes an authorised absence and the Aims section for further detail.

The College, however, strives to maintain a zero tolerance for unauthorised absences. For both visa and non-visa students, the College will also look for patterns of non-attendance and make efforts to challenge students where this is the case.

This policy responds to the quality agendas and requirements of the Independent Schools Inspectorate, the statutory requirements of the UKVI (United Kingdom Visa and Immigration) laid out under student visa routes and the College's aim to fulfil its commitment to comprehensive student engagement. We retain statistics relating to attendance as required by DfES. It also helps us identify where intervention is needed and set targets to improve and maintain consistency of implementing our attendance policy.

### **Aim**

We want to support all students to become responsible for their attendance and understand how fundamental it is to their learning experience, their personal and social development and achieving their goals in being able to progress towards further academia and employment. All staff at the College have a responsibility in supporting students to achieve this as well.

### **Students' Responsibilities**

The College requires students to **attend all classes punctually** according to their course timetable. Students should not knowingly miss a class for anything other than illness or exceptional circumstances (for visa students please refer to Appendix II). Students may not



be permitted to join a lesson if they are more than 10 minutes late, unless there are good reasons e.g., travel issues beyond their control.

Unacceptable attendance and/or punctuality may also affect progression to study in subsequent academic years, examination entry and references given to universities, other education providers or employers.

Persistent problems in punctuality or non-authorised absences will be dealt with according to the college's Behaviour Policy and Exclusion Policy.

It is not permitted for students to take a leave of absence during term-time, unless it is authorised by the Vice-Principal.

For unplanned absence, students or parents/guardians must (compulsory for students who are under 16):

- Phone or email the Front Office Staff, as soon as possible, stating clearly the reason for absence.
- Front Office Staff will then log the nature of the absence on ISAMs.
- Longer term absences will need to be communicated with both front office staff and programme leads.
- The student must catch up on any work missed during absence.

For planned absences during term time, parents must inform the front office as soon as possible.

Phone the Front Office before 8.30 am on 01225 334 577 or email [absence@bathacademy.co.uk](mailto:absence@bathacademy.co.uk)

Further details can be found under the Student Behaviour Policy in the Student Handbook.

### **Teaching Staff Responsibilities**

Teaching staff are required to:

- Mark attendance, absence and lateness on ISAMs.
- If a student does not attend during the first 10 minutes of class, the alert button must be pressed on ISAMs, which will inform the front office of the student's absence.
- Where attendance registers can't be input into ISAMs during the lesson, a manual register should be taken and input into ISAMs as soon as possible.
- Start and finish classes on time.
- Contact the personal tutor whether there is a cause of concern for the student.
- Help to support student's return to the College as appropriate. Where attendance registers cannot be input using ISAMs, a manual register should be taken and input into ISAMs as soon as possible. The Front Office should be notified of any absences at the start of the class.

### **Personal Tutor Responsibilities**

Personal Tutors are required to:

- Keep the relevant staff, parents and guardians informed of issues and actions relating to a student's attendance and punctuality.



- Monitor and report on students' attendance and punctuality, with the help of teaching and administrative staff.
- Identify patterns of non-attendance and meet with the students to discuss this. This is an opportunity to discuss additional support that might be needed. E.g. punctuality and attendance report.
- Refer unresolved issues to programme leads, Vice Principals and Principal
- Monitor their student's attendance on a weekly basis on ISAMs. Where necessary, they will contact parents/guardian to raise concern.
- Report any issues during consultation meeting with SMT and Welfare.

### **Staff responsible for attendance**

Staff responsible for attendance are required to:

- Follow up explained absences by phone calls and emails as necessary and confirms status on ISAMs.
- If informed in advance, registers on ISAMs can be adjusted accordingly.
- For students of compulsory school age, ensure that the signing in an out sheet matches the daily register on ISAMs.
- A weekly review of ISAMs registers must be taken. Any teachers missing registers need to be informed directly as a reminder by the Senior Management Team

### **Programme Managers**

- Programme Managers will be responsible for setting targets for attendance for any students who are showing regular absences.
- In conjunction with personal tutors, a weekly review of attendance for respective students will be taken.
- If poor attendance persists after a meeting with personal tutors, a meeting with students will be arranged to provide support or administer an attendance punctuality report.
- This will also be followed up with parents, and a meeting will be arranged if necessary with the principal.

### **College Management's Responsibilities**

- The Vice Principal (Academic) is responsible for ensuring that staff are aware of this policy and that students have been inducted into it.
- In conjunction with management information from the register system, the HR Officer is responsible for facilitating the production of regular timely and accurate attendance dates and reports, to allow teaching staff and Personal Tutors to take prompt action for the benefit of the students.
- Programme Managers are responsible for monitoring those students whose attendance has fallen below 90% for a rolling month. The actions to improve attendance for individual students will be communicated with personal tutors and programme managers based on the roles indicated above.
- It is the college Senior Management Team's responsibility to make decisions related to exam entry.
- Senior Management Team are to reinforce and uphold the importance of the Attendance Policy



When a student's attendance falls below 90% the following procedure will commence:

- An Alert is sent from ISAMs, informing Personal Tutors and they will inform students and parents
- If attendance reaches 80%, an alert is sent to Programme Managers who will inform students and parents. A meeting may be set up.
- If attendance reaches 70% a meeting will be set up with the Vice-Principal or Principal

In all cases recognition will be taken of any SEN or health issues that may affect a student's attendance.

#### **Parent(s)/Guardian(s) responsibilities:**

- Ensuring students attend College regularly.
- Telephone each day of any absence and give the College the reason and tell the College when the student is likely to return.
- Arranging all non-emergency medical appointments outside of the College's hours.
- Ensuring that students not only attend but are also punctual to their classes.
- Ensuring all students of Compulsory School Age agree to sign in and out in reception.

#### **Measuring the Policy's Success**

- Targets for attendance are met; or try and keep attendance at no less than 90%.
- Regularly reviewing attendance and punctuality to inform any policy changes we consider in our wider approach to teaching and learning at the College.
- High levels of attendance and punctuality are measured against relevant benchmarks like value added.
- Staff compliance with the policy during quality audits.
- Students take responsibility for attendance and punctuality through setting and reviewing of targets with personal tutors.

#### **Responsibility for Implementing the Policy**

- The Vice-Principal (Academic) has overall responsibility for the implementation and for overseeing the operation of this policy across the College. This can be done with the help of the Academic Administrator and the Student Welfare Officer
- The Vice Principal (Academic) is responsible for ensuring that academic teaching staff and Personal Tutors collaboratively address the requirements of this policy.
- The College staff, which includes Personal Tutors, together with appropriate support staff, are responsible for meeting student entitlement.

#### **Illness at school**

The school nurse will record the illness and determine whether they believe in their reasonable judgement that it should be considered an authorised or unauthorised absence. A low-risk endemic condition will be considered as an unauthorised absence. Please see Appendix 1 for further detail. The school nurse will also record the incident on ISAMs.



### **Escalation process attendance concerns**

- When a student's attendance falls below 90%, the personal tutor will inform parents and strategies will be outlined to improve attendance.
- If a student's attendance falls below 80%, a misconduct form will be issued by the personal tutor. Sent to both student and parents/guardians (see behaviour policy).
- If this persists, a second misconduct form will be issued by the personal tutor and further notification that appropriate steps must be made to improve attendance.
- If a student's attendance falls below 70%, parents/guardians will be invited in for a meeting with the appropriate programme managers. The student will be placed on a behavioural contract (see behaviour policy).
- If attendance does not improve or declines further. Parents/guardians will be invited for a meeting with the Principal or Vice Principal for a meeting for consideration on the student's continued enrolment at Bath Academy.

### **Progression of Existing Students**

Students whose attendance is less than 80% (excluding absences due to illness or other authorised absences), or attending lessons late totalling over 300 minutes for the previous academic year, will not normally be permitted to continue to the next phase of their studies at the college.









### **Review of this policy**

The Vice Principal (Academic) and programme leads are responsible for the annual review of this policy.

## **Appendix 1 – Attendance and Absences**

For advice on the appropriate ways in which to record attendance for students of Compulsory School Age, see:- <https://www.gov.uk/government/publications/school-attendance>

Please also refer to the ISAMs registration codes below;

<b>School Registration Codes</b>	
	No Reason Yet Provided For Absence [N]
	Unauthorised Absence [O]
	Religious Observance [R]
	Family Holiday (Agreed) [H]
	Study Leave [S]
	Excluded [E]
	Work Experience [W]
	Educational Visit or Trip [V]
	Illness [I]
	Approved Sporting Activity [P]
	Pupil Withdrawn from Normal Lessons [Q]
	Medical / Dental Appointments [M]
	Interview [J]
	Family Holiday (NOT Agreed) [G]
	Educated Off Site [B]
	Non-Compulsory School Age Absence [X]
	Other Authorised Circumstances [C]
	Dual Registration [D]
	Traveller Absence [T]
	Enforced Closure [Y]
	Pupil Not Yet On Roll [Z]
	School Closed To Pupils [#]
	Half Term [-]

### **Examples of Authorised absence**

- Illness – (other than a cold or sore throat).
- Medical and dental treatment.
- Close family wedding or bereavement of family members.
- Short-term exceptional or domestic circumstances.
- Certain days of religious observance.
- Court appearances.
- Attendance at Children's Hearing or Care Review.
- Excursions or sporting fixtures arranged by or in conjunction with the College.
- University Open days, visits or interview.
- Attendance at aptitude tests e.g., BMAT, UKCAT, LNAT OR IELTS.
- Home Office appointments.

Except for illness, permission should be sought with advance notice of the request. In the case of family events, corroboration should be provided by the student's parent/guardian (compulsory for students under 16).

### **Examples of Unauthorised Absence**



- Holidays taken in term-time.
- Students who claim to have a 'cold' or 'sore throat' or some other form of low-risk endemic medical condition. Assessed by the school nurse (see above).
- Visiting relatives.
- Leaving before the end of term to secure a cheap flight.
- Arriving after the start of term to secure a cheap flight.
- Going shopping, haircuts, driving tests or bank appointments.
- Sleeping in late.
- Collecting or taking a relative to the airport.
- Extended leave following a period of approved leaves for a religious observance.

## **Appendix 2 – Student and Child Student Visa Route Student Policy Procedure**

The College is required by law to have robust systems in place in order to keep track of our students, it is the duty of the College as a sponsor to ensure that our students are following all the requirements of their permission to study in the United Kingdom as per UKVI regulations. In order to achieve this, the College monitors attendance very strictly so that we can ensure our students are not in breach of their legal duties.

If a student is in the UK on the Student or Child Student Visa route, they must aim to attend all lessons and must submit their work on time. To maintain attendance throughout the duration of their course, holders of these visas are advised that Bath Academy is obliged to comply with the United Kingdom VISA immigration (UKVI) Student Visa Regulations.

- All students should attend 100% of lessons.
- Students must be punctual for lessons.
- If students are absent, their absence must be authorised and backed with a good reason and some evidence, for example if the student has been absent for medical reasons, then a doctor's note must be produced as evidence and will be kept in the student's file (need to review)
- Students who show a pattern of absence will be warned in writing and if the pattern, or further unacceptable absences, keep occurring they may be asked to leave the College and their sponsorship revoked.
- If a Visa Student misses 10 consecutive expected contacts and fails to provide a reason that is acceptable or evidence-based, then they are very likely to be reported to UKVI.
- Although each student will be considered on a case-by-case basis, the rules will generally be enforced for the purposes of discipline and adherence to the law.
- Visa students will be reported to the UKVI for attendance that continues to be unacceptable. Please note that poor attendance will affect future visa applications.
- Students may be asked to leave Bath Academy at the Principal's discretion.

### **Failing to register / withdrawal from your course:**

Students are required to register at the beginning of each term. The UKVI will be informed of any student with a Student or Child Student visa who fails to enrol or register after enrolling on a course at Bath Academy, or withdraws from their course once it has started.

## **Appendix 3 – Flow chart**





- The Front Office monitors the attendance at each class, each day.
- Registers are kept electronically on ISAMs and saved regularly to an electronic folder and in hard copy.
- The teacher of each lesson puts in appropriate codes against the name of each student on the register.
- Students arriving after the start of the lesson, but within the first 10 minutes of the class are marked as 'Late'.
- Students arriving more than 10 minutes late may join the class at the discretion of the teacher.
- Any student who is absent is recorded so in the electronic register and an 'Alert' is sent to the Front Office to inform the administrative staff of a student's absence.
- The administrative staff then follow up the absence by contacting the student, then the parents where necessary.
- The registers are checked weekly by the Administrative staff to ascertain the reasons for absences.

#### **Appendix 4 – English Language Attendance**

The College Attendance Policy as mentioned above applies to all staff and students including the English Language Department at the College.

Students will be contacted when the teachers inform the Administration staff of their absence. If the student is under the age of 18, and staying with a Homestay provider, Guardian, Relative, Family Friend, they will be contacted to confirm the details of the absence (if an explanation has been not made prior to this).

If a student is under the age of 18 and is staying in private accommodation, the student's parent(s)/Guardian(s)/family member will be contacted to confirm the reason for absence.

Where the student, or responsible adult, cannot be contacted an unauthorised absence will be marked. The Administration Staff and Vice-Principal will monitor the registers daily and will follow up any absences from the College.

For patterns of non-attendance or an unacceptable number of unauthorised absences, students will be asked to meet with the Vice Principal responsible for the English Language Department. They will decide whether there is a need for additional support.

Those English Language Students who hold an 11 Month or 6 Month Short Term Study Visa to study at the College, are subject to the points in Appendix 2 (above).

#### **Classroom version for ELT Students**

#### **ELT Student Attendance and Punctuality Policy**

##### **Punctuality**

- Students must attend classes on time.
- Students arriving late will be marked late on the register by the teacher.
- If a student is late by 10 or more minutes, the student should go to their classroom. The teacher will mark the student as late and then may give the student a piece of work to do on their own outside class. If this is the case, the student must then return to class on time at the end of the first break.





- Lateness will be reported in the monthly progress report by the teacher and any sponsors will be informed by the Vice-Principal.

### Attendance

- Students must attend all classes.
- Any unauthorised absence of any full lesson (morning or afternoon) will be followed up (see actions below).
- Students who cannot attend class because of illness must telephone or email the college before 08.30am (01225 334 577 or info@bathacademy.co.uk ). Students should not send an SMS message. The Vice-Principal (Operations & Development) will then decide about whether we can authorise this absence. Failure to inform the college before 08:30am will result in the absence being unauthorised.
- Students should inform the Vice-Principal (Operations & Development) 1 week before any planned absence. If students are sponsored, we will need to receive your sponsor's permission before we can authorise the absence.

Stage	The action we will take	Person
1 <sup>st</sup> absence/lateness	The teacher speaks with the student verbally.  The teacher will record the absence (or lateness) on ISAMs. Admin staff will contact student by phone.	Teacher Admin Staff
2 <sup>nd</sup> absence/lateness	The teacher records the lateness or absence on ISAMs and informs the Vice-Principal (Operations & Development). The Vice-Principal (O&D) gives a verbal warning to the student. The Vice-Principal (Operations & Development) informs the sponsor of a sponsored student. *	Teacher Vice-Principal (Operations & Development)
3 <sup>rd</sup> absence/lateness	The teacher records the lateness or absence on ISAMs and informs the Vice-Principal (Operations & Development). The Vice-Principal (Operations & Development) gives a written warning to the student. The Vice-Principal (Operations & Development) informs the sponsor of a sponsored student. *	Teacher Vice-Principal (Operations & Development)
4 <sup>th</sup> absence/lateness	The teacher records the lateness or absence on ISAMs and informs the Vice-Principal (Operations & Development). The student meets the College Principal and Vice-Principal (O&D) and a decision is taken on follow up action -this may include expulsion from the College. The Vice-Principal (Operations & Development) informs the sponsor of a sponsored student. *	Teacher Vice-Principal (Operations & Development)/Principal



\*The sponsor includes any financial sponsor, parent or guardian

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*Responsible Officer: Liam Hocking*

*Signature: Liam Hocking*