



Attendance and Engagement Policy

Introduction

Brockenhurst College aims to provide all its learners with an environment that will help them maintain the highest standards with regard to their personal behaviour, so that they are able to make the most of their lives through learning. The College is committed to developing the individual holistically and an important aspect of this development includes the learner taking responsibility for their own learning by meeting clearly defined expectations and targets.

As such, the College recognises that full attendance and attention to punctuality is key to success and as such the College expects 100% attendance. Learners are required to attend all scheduled sessions and to be punctual in doing so. This covers all sessions identified on the learner's timetable or e-portfolio system including functional skills, GCSE English and mathematics, tutorial, enrichment, directed study, skills development, work experience/placement.

For learners who are under 19 or considered vulnerable, parents/guardians/host families/supporters including employers, will be kept informed.

Purpose

- To foster a positive learning environment for all learners.
- To ensure that all learners understand the importance of attending and engaging with all sessions and learning opportunities, including work experience/placement as required by their course.
- To highlight and ensure that all learners understand that failure to attend all learning sessions disadvantages them and negatively impacts on academic success.
- To understand the responsibility of learners to attend where group work and collaborative learning is taking place and the negative impact non-attendance makes to other learners.
- To provide staff with the necessary resources to support learners at the College.
- To ensure the College complies with its statutory Tier 4 sponsor licence obligations to UK Visas and Immigration for learners who are subject to immigration control.

Definitions:

Attendance means being physically present at the learning session, arriving on time and staying for the duration of the session.

Being punctual means entering the class at the published 'start' time.

Expectations of Learners

- To take responsibility for their attendance and punctuality thereby maximising their learning potential and to have a positive attitude to learning.
- To develop moral, cultural and self-awareness.
- To develop good employability skills.
- To attend all timetabled, e-portfolio, booked sessions.
- To arrive on time to lessons, fully prepared and stay for the duration of the session.
- To take the appropriate steps if they are late by knocking on the door and waiting outside the room until they are given permission to enter. Late arrivals are expected to join their group/session, causing minimal disruption. On entering the class late arrivals are expected to apologise for their lateness and they should discuss their reason for lateness with the teacher/lecturer/assessor at an appropriate point. It is not College policy to refuse learners access to lessons on the grounds of poor punctuality. However, on rare occasions it is accepted that the teacher, lecturer, assessor may wish to use discretion in this matter. If this

should occur, the learner is expected to report to Student Services where they will be seen by the Pastoral and Welfare Manager.

- To participate and engage with the learning objectives and schedule for the programme including handing in work on time.
- To make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment.
- To take responsibility for their learning by participating in all learning activities and progress target setting and review processes.
- To communicate concerns or issues they have regarding any learning activities via their teacher/lecturer/assessor.
- Where absence is unavoidable, learners should follow the procedures for non-attendance.
- To ensure that all missed work, due to absence from a learning session, is covered and understood at the first opportunity. This includes catching up on any work set and being aware of the deadlines.

College Responsibilities

- The College will, via the Student Support Manager (or equivalent for Higher Education and Apprenticeships) monitor attendance using the College electronic system.
- Student Support Managers will provide support and guidance to learners with issues regarding attendance and engagement.
- The College will comply with the monitoring and reporting requirements of external organisations such as UKVI, local authorities who are monitoring learners on EHC plans; awarding organisations.
- The College will create a learning environment which aids achievement.
- The College will provide regular updates on progress and where the learner is under 19 will inform the parent/guardian/carer/host family/employer when insufficient progress is being made in order to put in a plan to achieve a successful outcome.

Expectations of Parents/Guardians/Host Families/Employers

- To be fully supportive of the College with regard to attendance and punctuality
- To support the College and its learners by not requesting authorised absence for holidays during term time and, where possible, minimising all other authorised absences e.g. medical appointments, if at all possible.
- To follow Brockenhurst College's attendance procedures by informing us immediately when a learner is unwell and unable to attend College. You can do this either by:
 - a) Leaving a telephone message on the automated 24 hour hot line **01590 625530** stating the learner's name, date and reason for absence
 - b) E-mailing attendance@brock.ac.uk.
 - c) apprenticeships@brock.ac.uk

If the illness lasts several days please keep us up-dated, although it is not necessary to call every day it is vital that you confirm by email or a signed letter the number of days in total the learner was absent. It is vital that you validate these absences, not the learner.

Absence

The College is allowed to deem an absence as being authorised. It will assume that any absence is unauthorised unless there is a valid reason otherwise.

If a learner has a serious medical condition which leads to extended absence, they will be supported to keep up with their studies as far as possible.

If it becomes unviable for a learner to complete their study programme, due to ongoing health issues, the Student Support Manager (or equivalent for Higher Education and Apprenticeships) will meet with the learner to discuss further and the College's Fitness to Study policy may be applied.

Monitoring attendance and punctuality

- Monitoring learner attendance and responding to absence is the responsibility of all staff at the College.
- Regular attendance checks will be carried out. If a learners' actual attendance percentage falls below expectations, monitoring procedures will be implemented.

- The Student Support Manager (or equivalent for Higher Education and Apprenticeships) will receive a printout of their tutees attendance and punctuality, and they discuss this with the learner at weekly tutorial.

Monitoring attendance for learners with poor attendance/punctuality

Follow the Learner Disciplinary Policy and Procedure for guidance on the actions to be taken and when.

Higher education learners should be advised to consider the financial implications for failing learning outcomes through non-attendance.