ABBEY COLLEGE IN MALVERN
abbeycollege.co.uk

Attendance Policy

Related documents include:
• Staff Handbook • Central Attendance Register • Individual Student Discipline records • Detention Form • Student Handbook • Behaviour Management Policy
Legal Status:
• Under UKVI regulations it is the responsibility of the college to record and retain evidence of attendance records (spread sheets etc.) to demonstrate that attendance is recorded and that non-attendance is noted and acted upon, where required. These records must be kept up-to-date, accessible and available and kept for a period of one year after the end of the programme. This is for Home Office audit purposes.
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Principal • The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
• The next official date for review is **September 2019**

Introduction

At the Abbey College we expect all of our students to have a 100% attendance rate for their lessons and engagement in associated after school clubs and activities.

Registration

Each weekday morning all of the students must attend Registration in the Dining Hall. This takes place **between 08:00 and 08:15** and is recorded on a paper record by the DOS (EFL), which is then transferred to an electronic record at the end of each day.

When students come to Registration they must be wearing dress code (unless the College declares it a non-uniform day). If they are not wearing dress code, they will not be registered.

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If a student does not attend registration, a member of staff will go to their room to ensure they are present at the College. Please refer to the Behaviour Management policy for sanctions if a student misses Registration.

Registers & Reporting Absences (extract taken from the Staff Handbook)

Registers are essential for a number of reasons, including our duty of care and our responsibly to the UKVI.

At the College we use a Daily Register, which is available on the Z drive, filed in the Staff Files folder. It is the responsibility of the teacher to print them as required.

The register is used to record attendance only and each one shows the seven periods of the day, and the teacher should complete the relevant period(s).

Once completed the registers should be given/sent to the DOS (EFL).

The information from these registers is then recorded on individual student records and the central attendance register on the Z drive.

The following codes should be used in completing registers:	
/	Present
A	Absent
L	Late (Teachers should also record how late)

If a student is missing from class, (regardless of age) please report it to the following people:

Position	Name	Extension No.	Direct Line
Director of Studies (EFL)	Leo Kouniakis	Ext 325	07710 520 289
Director of Academic Studies	Wendy Roberts	Ext 325	07771 424 063
Welfare Manager	Chermaine Malcolm	Ext 312	07446 680 373
Director of Student Experience	Neil Morley	Ext 313	07507 587 127

If no one is available on these numbers, please **phone the main office on ext. 304 or 305.**

The only reason for a legitimate absence is if a senior member of staff or has decided to put the student on the sick list or if the student has an Exeat approved by the College Principal. Teachers cannot usually give students permission to miss lessons; the only exception to this is during public examination periods when a student may ask their teacher to miss a morning lesson if they have an afternoon exam.

Staff should refer to the Behaviour Management policy for details on action taken if a student misses a lesson.

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