



Attendance Policy

Further Education and Apprenticeships

Document title:	Attendance Policy – FE and Apprenticeships
Audience:	Students in Further Education and Apprenticeships
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Approved by:	Senior Leadership Team
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Document Owner	Vice Principal, Quality, Learning & Teaching
Equality Impact Assessment	Yes
Student Friendly Version	Yes

Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)
1	Updated		Restructure
2	Updated		Amendments to procedure
3	Updated		Amendments to accountabilities and procedures

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every three years.

Purpose of the Policy

The college expects all students and apprentices to fully participate in their programmes of study and to attend all their timetabled activities. High attendance has a strong correlation with high achievement and is critical to students' success and progression to work or further study. The college knows that poor attendance can be as a result of disengagement from a programme of study or as a result of barriers to learning and participation. As a result, the college is committed to working with every student to address these barriers and support their engagement.

The College will:

- Be clear about its expectations for high attendance across all programmes of study
- Support students and apprentices in understanding the positive impact of high attendance on their success and progression
- Maintain its relentless focus on continually improving attendance and punctuality
- Ensure its staff mark registers in a timely fashion to support departments in quick and impactful identification of risk
- Investigate the many causes of absenteeism and work with students/apprentices on an individual basis to best address their needs
- Educate staff in regards to the impact of barriers to learning across the student cohort – and across protected groups of students/apprentices
- Work with students' support networks to encourage high attendance and to understand individual barriers to learning
- Ensure that strategies are implemented in departments to improve access for all students/apprentices
- Celebrate individual student/apprentice progress in relation to improved attendance and punctuality

Monitoring and evaluation

This policy is supported by a suite of procedures and guidance documentation. The college works with partners across Bradford schools, the local authority and other stakeholders to adjust processes in accordance with research and best practice as required. The impact of the attendance policy is monitored through quarterly performance review meetings and Quality of Education Reviews.

Related documents

Attendance Procedures – FE and Apprenticeships
Personal Development Policy
Safeguarding Policy
Register Marking Guidance
Strategies for Improving Attendance Guidance