

Attendance and Punctuality Policy

Document Control	
Document Type	Policy
Scope of Policy	The Manchester College UCEN Manchester
Date Approved	August 2022
Approved by	Principalship
Review Date	August 2024
Department	Student Experience and Support
Policy Owner	Assistant Principal Foundation Studies and Student Support
Principalship Lead	Vice Principal Student Experience and Support
Accessible to Students	Yes

SCOPE AND PURPOSE

As part of The Manchester College and UCEN Manchester 'The Deal' expectations, attendance punctuality and engagement, are integral and fundamental to all learning. Learning can include face to face on campus lessons, virtual online lessons, and remote study. Students are expected to attend participate and engage in all scheduled lessons. The College / UCEN Manchester offers a wide range of accessible and differentiated student support services to support students experiencing challenges due to mitigating factors; however, the College / UCEN Manchester has a zero tolerance policy on non-attendance and lateness in relation to students who are without mitigating factors.

POLICY VALIDITY

This policy is valid for the academic year 2022/ 24 and is due for review in summer 2024.

ATTENDANCE EXPECTATIONS

The core expectation for **all** students is:

- 100% attendance
- 100% punctuality

This is inclusive of all college / UCEN Manchester-related activity, including on campus, teacher-led off site and blended learning.

The accepted college and UCEN Manchester data source for attendance tracking, monitoring, and reporting is PowerBi with approved reports available via EBS Reports.

REGISTER MARKS

The following are acceptable register marks:

Register Mark	Impact on Attendance	Rationale	Person Responsible	Access
/	Positive	Present: <ul style="list-style-type: none"> • All ages/funding streams - attended classroom-based learning • Adults/UCEN - teacher-led online learning, in line with funding guidance. the student must be seen at the designated date and time by the 	Teacher/Tutor	Teacher/Tutor, Admin

		<p>teacher/tutor on camera</p> <ul style="list-style-type: none"> All ages - students who attend trips, visits or activities that are teacher-led <p>Note: all 16-18 GLHs are to be delivered face to face. Other than GCSE YipiYap booster sessions.</p>		
L	Positive	Late	Teacher/Tutor	Teacher/Tutor, Admin
0 (zero)	Negative	<p>Absent:</p> <ul style="list-style-type: none"> All ages and funding streams did not attend classroom-based learning Adults/UCEN Manchester did not attend teacher-led on line learning at the timetabled slot or within same week. 	Teacher/Tutor	Teacher/Tutor, Admin
S	Negative	Sickness	Teacher/Tutor, Admin	Teacher/Tutor, Admin
I	Positive	<ul style="list-style-type: none"> Only to be used in the following circumstances: 16-18-year-old attending YipiYap GCSE sessions online An adult student who has been directed to study or partakes in planned online learning outside of their timetable session within the same week of delivery A student who is suspended but is directed to complete planned learning at home 	Teacher/Tutor	Teacher/Tutor, Admin

		<ul style="list-style-type: none"> Exceptional circumstances e.g., Covid Isolation and is directed to complete planned learning at home 		
P	Positive	Placement	Teacher/Tutor	Teacher/Tutor, Admin
R	Neutral	Religious Holiday	Teacher/Tutor, Admin	Teacher/Tutor, Admin, DS
T	Negative	<p>Transfer</p> <p>This is for course only – not to be used for transfer between individual lessons/sessions.</p> <p>Ensure that transfer has taken place via OnTrack or TopDesk</p>	DS	DS
F	Neutral	<p>Achieved qualification Early.</p> <p>Note: Only when the achievement has been claimed can this mark be used. Ensure learner is completed on OnTrack</p>	DS	DS
C	Neutral	College / UCEN Manchester Closure	DS	DS
N	Neutral	Not Expected (see examples below)	DS	DS

GUIDANCE ABOUT APPLICATION OF REGISTER MARKS

- Students should be marked **PRESENT (/)** on an official register linked to the timetable when they are **ATTENDING** all timetabled lessons – classroom based learning. **When the session is an adult funded teacher-led online session then the student must be on camera for the duration of the lesson.**
- If a student accesses an adult funded teacher-led online session at another time in the same week outside of their timetabled session, then the student should be marked with an **I**.
- If a student is **LATE (L)** to a lesson in person or online, then their presence should be recorded as **L** and the number of minutes missed since the official lesson start time recorded (in minutes). **Please note: specific UCEN Manchester courses monitor lateness in relation to expected industry standards and this is detailed in course specific handbooks and/or academic regulations. UCEN Manchester**

teachers/tutors should refer to their manager if further clarification is needed.

- Where a student is **ABSENT** from a timetabled session, whether classroom-based learning or timetabled teacher-led online within the week planned a **0 (zero)** should be recorded. This includes students who are pending withdrawal.
- Any FE student absenteeism where reason unknown should be documented by any teacher on ProMonitor and picked-up and contacted by the relevant Achievement Tutor/personal tutor as per current practice.
- Any UCEN Manchester student absenteeism where reason unknown should be documented by the tutor on Pro-monitor and picked up and contacted by their Personal Tutor.
- Persistence absence will instigate the Disciplinary Procedure.
- Where a student or next of kin reports an absence related to **SICKNESS** (medical appointment or other health issue – evidence not required), this is recorded as **S**. Where a student or their next of kin has telephoned or emailed the **Attendance and Punctuality Campus Contact - Appendix A** to notify of this absence, Campus Administration Teams will complete the register for that individual student, and mark all classes for the given period of absence with an **S**. If the student attends, this mark can be amended by the tutor responsible for marking the register.
- If a student is absent due to sickness for a period of more than 7 working days (two timetabled weeks for part-time students), a medical note from a doctor is requested and a Return to Study meeting should be held with the Achievement / Personal Tutor and recorded on ProMonitor.
- If a student is participating in a work placement or **industry placement organised by the college**, then the register mark **P** should be used
- Other programme of study activity that is a supervised and organised learning activity includes (but is not limited to) the following and should be marked as **I** on the register denoting that the student is **in learning** but not present in class:
 - Curriculum related Volunteering
 - Curriculum related Trips and visits
 - Enrichment – Study Related
 - Medical conditions (if over 7-day absence with evidence of completed work provided)
 - University interviews and events
 - Job / apprenticeship interviews.

Register marks to be used by request to DS.

- The Manchester College and UCEN Manchester accepts that there are occasions when it is not expected that a student attend, and under certain circumstances it is acceptable for **not expected** (an authorised absence) and this should be marked as **N** on the register. Students' ProMonitor record must be updated to reflect the reason for the authorised absence. Professional judgement should be used, but appropriate examples might be:
 - Bereavement

- Hospital appointments
- Agreed 'fitness to study' amendments for lessons where students are expected to be working at home but not attend the lesson on campus.
- When a student is absent due to celebrating a **religious holiday**, the **R** mark should be used.
- In cases where students are on a two-week trial pending **transfer** between departments, the tutor / teacher should request that the register is marked with a **T** until the transfer is completed. At this point, these marks will be removed by DS as the transfer will be from the original date of attendance on the new programme/course.
- Where the student has **ACHIEVED** and is no longer to attend a class, module, or course the learner should be completed on OnTrack, the register should be marked with an **F** in the immediate instances and then once the completion has been actioned, the future register slots will then be automatically deactivated by DS for the registers related to the qualification achieved. The student should attend all lessons until all modules and qualifications are verified, claimed and achieved.
- Where the classes are cancelled by the College/UCEN Manchester, then registers will be amended centrally by DS to reflect the **College / UCEN Manchester closure**, and a mark of **C** will be used. Reasons for closure could include (but are not limited to):
 - Force majeure
 - Power failure.

MARKING REGISTERS

Accurate and timely completion of a register is a contractual obligation for all staff members. Registers **must be marked at the start of each lesson and then submitted**. The register represents auditable evidence that teaching and learning has taken place. Lessons for classroom-based learning and teacher-led online learning sessions should start at the time stated on the register and should finish at the designated time. Online directed or independent learning must take place within the week planned. In some circumstances, the register can be used as evidence in judicial proceedings. Failure to accurately mark registers may impact on the personal welfare of student's and could lead to prolonged absence and possible disciplinary action for the teacher/tutor responsible.

It is expected that all registers will be **completed within the first 5 minutes** of the timetabled lesson starting. Any difficulties preventing this should be notified to the teacher/tutor's manager on the day. If 'Finish Later' is selected when marking the register, the register can be recalled up to 48 hours after the lesson has finished in order to update a register mark (for instance with details of a student's lateness). Registers for Adult funded online teacher-led sessions should be marked as normal at the start of the session. Registers for adult funded students accessing learning within the same week but outside of their timetabled session must be fully marked and submitted no later than the end of the same week.

Blank registers will not count in the overall attendance where a student starts a course after the actual commencement, all dates prior to the first date of attendance do not count

and must be marked as not required (DS will deactivate these slots automatically when the start date is updated).

Students not on the register may be added in for up to two weeks as per the trial period or students pending transfer. Adding a student who is not enrolled to the course to a register does not automatically create an enrolment. This will be monitored weekly through a departmental validation report and all names provided by DS to Resource Managers.

How to Access Registers guidance can be found on Hub; including details of how teachers/tutors are able to access the register system and mark registers via their mobile device.

Please refer to the **Student at Risk and Review Policy for tracking, monitoring and interventions** and to the **Student Disciplinary Policy** if required for repeated absence.

APPENDICES

Please see Appendix A for the Attendance & Punctuality Campus Contact.

EQUALITY, DIVERSITY, AND INCLUSIVITY

Students can expect an inclusive and supportive learning environment whatever their background.

ALIGNED LEGISLATION/STATUTORY GUIDANCE

- Working Together to Safeguard Children February 2019
- Keeping Children Safe in Education, September 2022 (Including Missing in Education)
- Guidance for Safer Working Practice in Education Settings, April 2020
- No Secrets', The Children Act (1989 and 2004)
- Education Act 2002
- Safeguarding Vulnerable Adults Act 2006.

ASSOCIATED POLICIES, PROCEDURES AND STRATEGIES

- Safeguarding and Child Protection Policy
- Student Behaviour, Disciplinary and Expectations Policy & Procedure
- Student at Risk Policy
- Fitness to Study Policy.

LOCATION AND ACCESS TO THIS POLICY

- Staff Intranet – Hub
- Student Guide – Student Hub.

APPENDIX A

Attendance and Punctuality Campus Contact

CAMPUS	ADMINISTRATION CONTACT DETAILS
CITILABS	0161 674 1523 attendancecitilabs@tmc.ac.uk
CITY CAMPUS	0161 674 3339 - TMC 0161 674 3573 - TMC attendanceCCM@tmc.ac.uk 0161 674 1907 0161 674 1908 AttendanceCCM@ucenmanchester.ac.uk
HARPHURHEY	0161 674 3262 attendanceNMSF@tmc.ac.uk
NORTHENDEN	0161 674 8132 attendanceNC@tmc.ac.uk
OPENSHAW	0161 674 2962 0161 674 2282 attendanceOpenshaw@tmc.ac.uk
SHENA SIMON	0161 674 3629/3543 attendanceSS@tmc.ac.uk
ST JOHNS	0161 674 2266 attendanceSTJ@tmc.ac.uk
WYTHENSHAWE	0161 674 2748/8134 attendanceWythenshawe@tmc.ac.uk