

Attendance and Punctuality Policy

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Principalship Lead	Vice Principal
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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 2020/ 21 and is due for review in summer 2021.

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 and virtual 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/attended classroom based learning or teacher-led online learning	Teacher / Tutor	Teacher / Tutor / Admin
L	Positive	Late	Teacher / Tutor	Teacher / Tutor / Admin
0 (zero)	Negative	Absent/did not access classroom based learning or teacher-led on line learning	Teacher / Tutor	Teacher / Tutor / Admin
S	Negative	Sickness	Teacher / Tutor / Admin	Teacher / Tutor / Admin
I	Positive	In planned, online, directed or independent learning	Teacher / Tutor	Teacher / Tutor / Admin
P	Positive	Placement	Teacher / Tutor	Teacher / Tutor / Admin
N	Neutral	Not Required	Teacher / Tutor / Admin	Teacher / Tutor / Admin / ISD

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R	Neutral	Religious Holiday	Teacher / Tutor / Admin	Teacher / Tutor / Admin / ISD
T	Negative	Transfer	Teacher / Tutor	Teacher / Tutor / ISD
F	Neutral	Achieved Early	Teacher / Tutor / ISD	ISD
C	Neutral	College / UCEN Manchester Closure	ISD	ISD

- ❖ Students should be marked **PRESENT (/)** on an official register linked to the timetable when they are **ATTENDING** all timetabled lessons – classroom based learning or teacher-led online learning.
- ❖ For students who participate in-online, directed or independent study, sessions to be marked with an **(I)**.
- ❖ If a student is **LATE** then their presence should be recorded as **L** and the minutes of learning missed 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 staff should refer to their Manager if further clarification is needed.**
- ❖ Where a student is **ABSENT** from a timetabled session, whether classroom based learning or teacher-led online learning or does not participate in on-line independent learning by the end of that week, and the reason is not notified or authorised, a **0 (zero)** should be recorded. This includes students who are pending withdrawal.
- ❖ Any FE student absenteeism should be documented by the tutor on Pro-monitor and picked-up and contacted by the relevant Achievement Tutor/personal tutor as per current practice.
- ❖ Any UCEN Manchester student absenteeism 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 Pro Monitor.

Covid

Where a student reports a positive Covid test or they have been contacted through Track and Trace to self isolate then a **S** to be recorded for any on campus timetabled sessions but if a student is still well enough to attend their online Teacher Led learning session or their online directed independent learning session/s then a positive mark to be recorded as per activity. Where a student is self isolating but attends their Face to Face session online then the session is marked with an (I)

In cases where prolonged periods of absence are agreed through the Fitness to Study process, arrangements should be made by the Departmental Team Leader to ensure course materials are provided online or sent to the student's home address for completion. If this work is returned sufficiently, the Departmental Team Leader should then submit an **Authorisation of Late Changes** form to the Head of Department Curriculum to amend the register mark to **IN LEARNING I**. If this work is not returned, the mark should remain as an **S**. **The Fitness to Study Policy can be found on The Hub.**

- ❖ 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:
 - Volunteering
 - Trips and visits
 - Planned study that is directed and marked
 - Enrichment – Study Related
 - On-line learning
 - Medical conditions (if over 7 day absence with evidence of completed work provided)
 - Suspension – work should be sent home for the student to complete and submit via email as outlined in their suspension letter or action plan
 - University interviews and events
 - Job / apprenticeship interviews
- ❖ If a student is participating in an **INDUSTRY PLACEMENT** or **WORK EXPERIENCE** through an authorised provider, then the register mark **P** should be used.
- ❖ 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. ProMonitor record must be updated to reflect the reason for the authorised absence.
 - Bereavement
 - Hospital appointments
 - Agreed Fitness to Study amendments for lessons where students are not expected
- ❖ When a student is absent due to celebrating a **RELIGIOUS HOLIDAY**, the **R** mark should be used.
- ❖ In cases where students are being are on a two-week trial pending **TRANSFER** between departments or groups, the tutor / teacher should mark the register with a **T** until the transfer is completed. At this point, these marks will be removed by ISD as the transfer will be from the original date of attendance on the new program / course.

- ❖ Where the student has **ACHIEVED** and is no longer to attend a class, module or course then the register should be marked with an **F** in the immediate instances and then flooded forward by ISD for the registers related to the qualification achieved. This is to be done only by the HoD Curriculum authorising and arranging via the ISD Helpdesk.
- ❖ Where the classes are cancelled by the College/UCEN Manchester, then registers will be amended centrally by ISD to reflect the **COLLEGE / UCEN Manchester CLOSURE** and a mark of **C** will be used. Tutors are not able to use this register mark. Reasons for closure could include (but are not limited to):
 - Force majeure
 - Power Failure
 - Examinations – GCSE / A Levels Only

MARKING REGISTERS

Accurate and timely completion of a register is a contractual obligation for all staff members. Due to Covid Track and Trace Procedures registers **should be marked at the start of each on campus session**. The register represents auditable evidence that teaching and learning has taken place. Timetables for classroom based learning and online teacher-led learning sessions must start at the time stated on the register, and must finish at the designated time. On line 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 do so may impact on the personal welfare of student's and could lead to prolonged absence and possible disciplinary action for the tutor responsible.

It is expected that all registers will be **completed within 15 minutes** of the timetabled lesson starting. Notification of any barriers to this should be notified to the individual's manager on the day. Registers can be recalled up to 48 hours after the class has finished in order to update a register mark (for instance with details of a student's lateness). Registers for online directed or independent sessions must be completed by 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 (MIS will automatically populate the registers with **N**).

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 that will be circulated on schedule.

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

COVER

Where a member of staff is not available, the designated cover teacher should mark the register by looking up the register of the member of staff who is off sick and completing it. Cover registers can only be completed by someone from that member of staff's own department. Both the timetabled teacher, and the cover teacher will be credited with the registered hours against their caseload.

Sessional staff **MUST NOT** mark cover registers – this should only be staff on permanent contracts; including HoDs and DTLs.

TRAINING

All teachers should complete the Register module on iLearn in order to verify that they understand the Attendance and Punctuality Policy and their contractual obligations. Compliance of completion will be overseen by relevant managerial staff within the specific department.

INTERVENTION STRATEGY

The core expectation for attendance and punctuality across The Manchester College & UCEN Manchester is 100%. It is recognised however that there are students who experience sustained challenges with this and that this is something that can impact on individual and group attendance without being in the direct control of the curriculum and support teams.

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 LEGAL STATUTES

- 1989 Children Act 1996
- Education Act 1998
- Crime and Disorder Act 2000
- Criminal Justice and Court Services Act. 2004
- Children Act (Every Child Matters)

ALIGNED POLICIES, PROCEDURES AND STRATEGIES

- Safeguarding Scheme
- Single Equality Scheme
- Student Disciplinary Policy & Procedure
- Student at Risk Procedure
- Fitness to Study Policy
- Attendance & Punctuality Policy

LOCATION AND ACCESS TO THIS POLICY

- Staff Intranet – The Hub
- Student Guide – The Student Hub

APPENDIX A

Attendance and Punctuality Campus Contact

CAMPUS	ADMINISTRATION CONTACT DETAILS
FIELDEN	0161 674 7405 attendancefc@tmc.ac.uk
CITILABS	0161 674 1523 attendancecitilabs@tmc.ac.uk
NICHOLLS	0161 674 4853 attendanceNicholls@tmc.ac.uk
HARPURHEY	0161 674 3208 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 7123 attendanceSS@tmc.ac.uk
ST JOHNS	0161 674 2266 attendanceSTJ@tmc.ac.uk
WELCOMB STREET	0161 674 2600 attendanceWelcombStreet@tmc.ac.uk
WYTHENSHAWE	0161 674 7800 attendanceWythenshawe@tmc.ac.uk