# Post-16 Students Attendance Policy 2026

**Attendance phone number - 07591 203280**

All absent students will need to contact the attendance phone by 9.15am to explain why they are not attending or if they are running late.

Staff will ask if evidence can be provided to show why they were late for example a problem with the bus/train.

If a student or their parent/guardian has not made contact, we will contact the student and/or parent/guardian each day. This is to record their reason for absence on Arbor.

Authorised absence is to be agreed with the attendance team. Doctors/dentist appointments will need to be evidenced and we encouarge students to book these outside of college days where possible. Evidence of appointments can be sent to the **Attendance Phone via Whatsapp** before the day.

If absence is due to illness, the student will be encouraged to go to their GP surgery and provide evidence if illness lasts longer than one week.

If we are unable to contact the student or their parent/guardian, or if the student's reason for absence is not acceptable, the absence will be recorded as unauthorised.

## General Absence

We will contact students if they have not proactively called into the centre, or do not arrive for their course following the below process:

- **Day 1** and **Day 2** – We will message the student and/or parent/guardian to see why they are absent.
- **Day 3** – We will message the student and/or parent/guardian to see why they are absent. We will also send Letter of concern 1.

All information for non-attendance will be recorded on Arbor. Any safeguarding concerns will be recorded on CPOMS.

Overall attendance will be monitored monthly. If a student has a low attendance rate below our **70%** standard expectation, then a monthly attendance letter will be sent.

Special attention will be paid to patterns of absence e.g. repeated days of the week absent/ avoidance of English and Maths lessons.

If needed, the Welfare Team may carry out a home visit.

**Letter of Concern**

**LOC1 -** Letter of concern 1 will be sent to the student and parent/guardian of the student if they have an absence period of **3 consecutive days**. This will include a calculated attendance percentage which relates to the present date, along with expected attendance.

**LOC2 -** Letter of concern 2 will be sent to the student and parent/guardian of the student if they have an absence period of **6 consecutive days**. The letter will contain a reminder that continued absence will result in a **'Final Warning'**. This will include a calculated attendance percentage which relates to the present date, along with expected attendance. A meeting will also be held with the Attendance Officer to address any concerns regarding attendance, and to create an action plan to improve attendance.

**LOC3 -** Letter of concern 3 **"Final Warning"** will be sent to the parent/guardian of the student if they have an absence period of **9 consecutive days**. The letter will include a reminder that continued absence will result in **removal from programme**. This will include a calculated attendance percentage which relates to the present date, along with expected attendance. A further meeting will be offered to address any concerns regarding attendance and create an action plan to improve attendance. A home visit may also be offered.

**Removal –** if the absence period reaches **12 consecutive days**, the student will be sent a letter confirming **removal from programme**. The student has the right to appeal this decision, however the appeal must be made within 7 working days.

**Lateness**

If a student arrives in late, they will meet with the Attendance Officer before going to area. Staff will discuss the reasons for lateness, and decide whether the student is responsible, or this is out of their control (usually due to public transport). Students will be asked if they can supply evidence on why they are running late.

This is also applicable after break and lunch times, if students are more than 30 minutes late after break/lunch this will result in being sent home due to lateness.

If a student has followed procedure and called to say they are going to be late and the reason is valid, they will be recorded as late on Arbor.

- If the students' reason for lateness is not valid, this will be recorded on Arbor.
- If repeated lateness occurs, student will be given three verbal warnings which will be followed up in text message to student and parent/carer. Afterwards, the student will be placed on a lateness contract.
- Lateness will be tracked over a period of a half-term and will reset at the beginning of each half-term.

Recurring lateness will be addressed by the Attendance Officer.

If a student **arrives after 9.30am**, they will be sent home with work to complete, unless there is adequate reasoning. This is to ensure they do not fall behind on their course.

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| 9.15 am | • College start time. |
| 9.15 am - 9.30am | • Students to supply evidence of lateness to attendance team. Lateness recorded on Arbor |
| 9.30am | • Any student arriving **after 9.30am** to be **sent home with work to complete.** Failure to complete work will result in unauthorised absence. |