ATTENDANCE AND PUNCTUALITY POLICY 2025-26

FRONTIER
LEARNING TRUST

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Author	Sally Casson
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ATTENDANCE AND PUNCTUALITY POLICY

Woodhouse College (WHC) & Imperial Maths School (IMS) believe that consistent and high levels attendance and punctuality are vitally important in delivering positive outcomes for our students and preparing students for life after college.
Attending every timetabled lesson in all subjects and all supporting lessons is fully expected.
Student levels of attendance and punctuality s something that should be of concern to all of us. Students, teachers, tutors, parents and carers have a responsibility to care about and take attendance and punctuality seriously.

There are three main principles on which this policy is based.:

- The Trust expects 100% attendance and punctuality with a minimum of 95%.
- Student attendance and punctuality is managed consistently across the whole Trust.
- Attendance and punctuality procedures are followed.

The Frontier Learning Trust aims to meet its obligations with regards to college attendance and punctuality by:

- Promoting good attendance and reducing absence, including persistent absence, for all students.
- Ensuring every student has access to their chosen courses and the wider educational provision to which they are entitled.
- Acting early and purposefully to address patterns of absence and lateness.
- Building strong relationships with families to ensure students have the support in place to attend college.
- Promoting the relationship between positive attendance and punctuality and academic success.

We expect students to

- Strive to ensure attendance to all lessons, tutorials, and directed study is 100% and consistently above 95%.
- Attend all required sessions as per their individual timetable, arriving on time for all their lessons.
- Maintain outstanding levels of attendance throughout the academic year, attending college every day (barring illness or other exceptional circumstances where permission has been granted in advance by WHC/IMS).
- Inform the college of any absence each day or for a known period if a medical procedure or treatment is required.
- Attend all internal and public examinations as per the set timetable.
- Keep appointments with academic and pastoral tutors.
- Undertake all areas of the curriculum with ambition and academic rigour.
- Participate in all compulsory enrichment activities which support the wider learning experience.
- Participate fully in the development of personal, social and employability skills through tutor time and tutor 1-1s, personal development events and assemblies.
- Take responsibility for their own attendance and punctuality.

We expect parents and carers to

- Support their child in meeting the 100% attendance and punctuality expectation.
- Inform us if there is any reason their child cannot attend.
- Respond to requests to attend meetings where attendance and or punctuality are an issue.
- Communicate with the attendance team when there is information which will help teachers and tutors.

Introduction

Students should aim for 100% attendance and punctuality. Research shows that a drop in overall attendance can affect the ability to achieve higher grades.

Maintaining high attendance of a minimum of 95% is a prerequisite to success in the A Level programme. Failing to attend lessons can have a serious impact upon the learning of students and their outcomes at the end of the two-year programme.
All students must recognise that good attendance and punctuality will maximise achievement and enhance not only their learning experience but also develop their employability skills. Students who arrive late disrupt their own learning and that of others.

Purpose

This policy provides guidance on when and how the Trust monitors the attendance and punctuality of students. In pursuit of maintaining excellent attendance and punctuality, the policy also gives guidance on the actions to be put in place where students are found to be below acceptable levels of attendance and/or punctuality. We also provide clear guidance on the circumstances in which we will or will not authorise absence.

Expectations of Punctuality and Attendance

We require students to maintain at least 95% in both aspects, as agreed in the **Learning Agreement** signed by all students. This is for all timetabled sessions including tutorials, assemblies, compulsory visits, events and supervised studies where applicable. We explain expectations of attendance and punctuality during the induction process, and let students know this will be reviewed regularly. Lateness and absence procedures are understood by all (this includes students leaving a lesson/using a leave class card and not returning within 15 minutes)

We provide a breakdown of a student's attendance data on Dashboard. If attendance falls below 95% over a 4-week period when authorised absences have been deducted, we will consider this a concern to be addressed.

Punctuality

Staff members will start lessons on time as stated on the timetable.
Punctuality will be encouraged by staff as a good habit and a life skill.
A student who arrives within 15 minutes after the advertised start time is marked as late (L) and after 15 minutes is marked as extremely late (V). The staff member establishes whether there are mitigating circumstances, and a note will be recorded on Dashboard where appropriate. All students who arrive late are spoken to discreetly. It is vital that students arrive at the beginning of the lesson, so they understand fully the purpose and intentions of the lesson.

Support and sanctions.

For any absence, students will be expected to catch up on any work they have missed in their own time, in addition to their study periods.
Staff will address the student's attendance during tutorials and academic lessons from the information provided through the attendance reports.
Students who fall below the expected 95% will need to attend monitoring meetings and be placed on Stages of concern beginning with Stage 1 and rising to Stage 4. Parents and carers may be asked to attend if the persistent attendance or punctuality issues continue.

Tutors and subject staff will monitor attendance weekly and will raise a concern with the attendance team if there have been three consecutive days without notification.
Attendance will support both Additional Learning Support Team (ALS) and Safeguarding Team (SG) to monitor students where there are concerns.

If a student has not attended and not contacted the attendance team for 4 consecutive weeks and has not informed the Trust of any reason for absence, that student may be withdrawn. We reserve the right to exclude a student who has significant periods of unauthorised absence as this is a breach of our attendance expectations.
Students who are absent due to long term illness will be supported as much as possible for a return to WHC/IMS by the student services teams.

Absences

Absences must be reported by a parent/carer to the **attendance team by telephone** or **email** on each day of **absence by 8.45a.m.** If this is not possible, parent/carers will have **one week only** to inform us of absences so that these are recorded as notified.

Parents should provide the

- Students name.
- ID number
- personal tutor name
- reason for absence
- the date of absence
- Parent / Carer details

If a student is absent from any lesson(s) without having informed the Attendance Office in advance, or the reason for their absence cannot be authorised in line with this policy, the absence will be classified as **unauthorised**.

Students should also email their tutor and teachers to inform them that they will be absent from lessons and to ask what work they will be missing. Students must take the responsibility for such communication as this is an essential life skill.

Exceptional Leave Request.

This is for a request for leave of more than 1 day and should be requested in advance.
Requests for these must be made in writing by completing the **Exceptional Request for Leave of Absence form** and submitted ideally at least **two weeks in advance of the date requested.**

Leave can only be granted for specific reasons. These are listed along the top of the form. **Only the listed reasons will be considered for authorisation.** For those **unauthorised**, the purpose of the form will be to notify us of the absence. Students will be expected to access work missed.

Evidence will be needed to support an absence request. For example, if a student states a relative is sick and they need to travel abroad, they will need to show evidence of this (medical/travel documents). Subject teachers will need to complete the relevant sections for work to be completed in the period of absence. This will be reviewed alongside the student's attendance and punctuality figure and the final decision will be made by the **Assistant Principal for Student Services (WHC) or the Deputy Head (IMS).**
Where a student knows they will be absent for more than one day, they should be encouraged to request notes and assignments from staff and agree revised deadlines if appropriate. This is done with the help of the **Exceptional Leave Request Form**.

Holidays

Requests for holidays in term time are **strongly discouraged** and **will not be authorised**.

Bereavement

Close Family/Friend Bereavements: WHC/IMS has discretion to authorise absence in such circumstances. Early contact from the family is recommended; form tutors and Head of Year will be informed. A referral to the counselling service or to organisations such as Grief Encounter may be offered.

Work Experience

Work Experience is an essential part of a young person's training and education. Students may apply for additional Work Experience, beyond the timetabled sessions, in place of attending lessons for a short period (up to 5 days). Students should return a completed **Request for Exceptional Leave of Absence form** at least **two weeks in advance for approval**. If granted, this should also be recorded on Unifrog. It is the student's responsibility to communicate with their teachers ahead of time and to complete all work set during their absence, and prior to their return. **Requests for**

Exceptional Leave for Work Experience WILL NOT be granted during Exams or Mock Exams weeks.

Medical

Essential appointments

Sometimes an appointment cannot be arranged outside of lessons (for example, hospital appointment, emergency dental, GP, therapy, mental health, long term health condition related) in which case an appointment card must be brought into, or emailed through to, the **Attendance team**. Where absences/lateness can be foreseen in advance, the student should notify the Trust so that this can be recorded in the register. Authorisation will only be given for medical appointments which cannot be made outside of Trust time.

Routine appointments

These must be arranged **outside of lesson time** (for example, dentist, opticians and routine medical appointments)

Leaving during the day due to sickness

Students who feel unwell and want to go home must go to the front office. A staff member must contact a parent/carer and they must agree for the student to travel home alone or agree to pick them up. Only then will this be authorised. Any student signing out unwell, will remain as an unauthorised absence unless the parent/carer authorises the absence in accordance with the Trust's expectations.

Longer term medical absences (consistent or intermittent)

This is where a medical condition can cause absences. These are discussed with the personal tutor and safeguarding and/or ALS team but still need to be **notified to the attendance team**.
Where a student is absent from class for authorised reasons e.g. due to a medical issue or disability, Student Services will support that student to return to the Trust. Additional Learning Support may be provided in some cases.

Fitness to Study

As a Trust, we are committed to ensuring that all students are supported to complete their courses and achieve their potential, while navigating both the academic rigours of the programme and the personal challenges that may arise during the two-year period. We are proud of our highly trained teachers and specialist support staff, who are skilled in helping students succeed in a wide range of circumstances.

We will always strive to support students and facilitate access to external services, however there may be occasions where the nature or severity of a student's needs requires specialist intervention beyond the scope of what the college can reasonably provide. It is important to note that the Trust is not a distance learning provider and sustained or repeated absence from college may impact a student's ability to engage with and complete their studies effectively. In some cases, a student's medical, psychological, emotional, or behavioural needs — or other complex personal circumstances — may affect their **fitness to study**, even with the support available.

When a student is currently **not fit to study**. A formal review will be undertaken, and where necessary, a decision may be made to withdraw the student from their course. This is never a decision taken lightly and will always involve careful consideration of the student's best interests, in consultation with parents/carers and relevant professionals where appropriate.

Students are always welcome to reapply for a restart if their circumstances change and they are once again able to meet the demands of the programme.

Registers

To ensure the Trust meets its safeguarding responsibilities registers must be taken within the first 15 minutes of each lesson, either electronically or, in exceptional circumstances, paper based. If using a paper-based system, the electronic register will be brought up to date at the earliest opportunity

and in any case by the end of the working day. If a student believes they were present but has been marked absent they should speak directly to the adult who took the register and correct the possible mistake. If any teaching staff member has concerns about a student absence, they will report it immediately to the tutor and attendance team to follow up.

Register Codes

When the register is taken, and an absence is known a code will be placed next to student's name for that lesson or session. If it is unknown at the time, it will be updated at the earliest convenience of the subject teacher, tutor or attendance team. Please see the table below for all codes.

Good Attendance and Punctuality

The Trust recognises that good attendance and punctuality are valuable life skills that will enable students to gain and sustain employment.
Students will be praised for good attendance and punctuality, and this will be recorded as a **cause for congratulations** on Dashboard.

Attendance and bursary payments

Receipt of both vulnerable student bursaries and discretionary bursaries is conditional on the student meeting attendance standards as defined by the WHC/IMS and stated in the agreement sent out by the WHC/IMS upon acceptance and signed by the student: 95% attendance (excluding authorised absences) .
Bursary students must check their attendance and ensure that their attendance from the previous week is accurately reported on Dashboard.
For further information on Bursary guidance please see:

https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2025-to-2026

Appendix A Register Codes

Mark	Description	Present	Authorised
/	Present	Y	
L	Late (less than 15 minutes)	Y	
V	Arrived very late (more than 15 minutes)	Y	
T	Trip/Field trip/Visit organised through college	Y	
P	Attending authorised internal event	Y	
S	Study leave	Y	
W	Work Experience (with evidence of attendance)	Y	
E	Internal Exam	Y	
N	Notified illness (up to three instances within a term)	N	Y
O	Unauthorised absence (no reason or leave and no return after registering in class)	N	N
A	Advanced Notice Unauthorised absence Holiday, routine medical appts, family reasons, driving test, birthdays, weddings, other celebrations, outstanding NEA or exceeding three instances of notified illness in a term.	N	N
B	Bereavement	N	Y
G	External appointment – study related (e.g. external exam) Interview (Job/careers/uni. interview /HE open day, maximum 3 days)/ OR Council, Embassy status, immigration	N	Y
R	Religious observance / holiday	N	Y
M	Medical appointment - official evidence provided (e.g. hospital appointment, emergency dental, GP, therapy, mental health, long term health condition related). Hospital inpatients stay or emergency care.	N	Y
U	Unavoidable travel disruption (e.g. transport strikes)	N	Y
C	Cancelled lesson		
Y	College closed		

APPENDIX B– Definition of unauthorised absences

Unauthorised Absence

These reasons are not accepted as unavoidable and will lead to an unauthorised code.

REASON and codes	WHAT SHOULD I DO?
Advanced Notice Unauthorised absence (A) (reason cannot be accepted; holiday, family reasons, routine medical/dental/optician appts, outstanding NEA, birthdays, weddings, and other celebrations, driving test, or exceeding three instances of notified illness per term)	Book these outside of your lesson times
Part time work (O)	We recognise that some students may need to work to support their studies, but students should be aware that education should take priority. Part time work should be organised outside of Trust hours as stated in the Code of Conduct
Outstanding NEA (O)	Students should never miss classes because they are behind with their studies. Extensions must be agreed with WHC/IMS. Students should discuss these problems openly with their tutors who will discuss implementing homework plans and action plans with you in tutorial or refer you to a Student Progress Manager
Holidays (O)	Students should check the published dates of official Trust holidays and book their holidays within these times (dates available on the website).

If the student is absent and the parent/ carer have forgotten to phone the attendance line or email the attendance office, they will be telephoned or contacted by the attendance office and if they cannot contact you, an email will be sent home.

If the student continues to be absent without reason you will be asked to meet with their tutor, subject teachers, or HOY.
They will also refer the student for support if they need it.