



ATTENDANCE & BEHAVIOUR POLICY

2021/22

ATTENDANCE & BEHAVIOUR POLICY

Purpose

The purpose of the Attendance and Behaviour Policy is to:

- Encourage and create a culture of positive behaviour appropriate for both the world of work and life in modern Britain.
- Promote strong relationships built on trust, equality and respect. These are encompassed in British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Help students take responsibility for their own behaviour and for the consequences.
- Complement the Safeguarding Policy by ensuring that students' positive behaviour supports safeguarding and that there is timely action to deal with any behaviour which puts students, staff or visitors at risk or promotes extremism that may lead to acts of violence, potential violence or self-harm.

Scope

The Attendance and Behaviour Policy applies to all students and staff during all College related activities and events both within and outside of the College campus. It is the responsibility of all College staff and students to adhere to this guidance.

POLICY	
PUNCTUALITY POLICY	<p>Good punctuality is reflective of a learner's commitment to their course and indicates a professional approach. The College policy on punctuality is:</p> <ul style="list-style-type: none"> • Stage 1 – Lateness will be marked in the register. Teachers will check and monitor the registers to identify punctuality problems and address concerns during tutorials. • Stage 2 – Repeated lateness (more than three instances) will be referred to the Curriculum Head. The outcome of this meeting will be fully documented and recorded on Pro Monitor and include immediate actions for improving punctuality. • Stage 3 – If lateness continues then the learner will be referred, again, to the Curriculum Head who will make an appointment for the learner to see the relevant Director of Curriculum. Parents / carers / sponsoring employers as appropriate will be informed by letter. A learner could be withdrawn from their course at this stage. The outcome of this meeting will be fully documented on Pro Monitor and communicated to all parties in writing within 5 days of the meeting. Only a member of Senior Management can sanction a learner being withdrawn.
ATTENDANCE POLICY	<p>Good attendance is essential to ensure that effective teaching is taking place and staff are not continuously refocusing learners that have been absent without explanation. Attendance should remain at 100% and attendance of less than 95% will result in an action plan being agreed. The College policy on attendance is:</p> <p>If a learner is expecting to be absent, then they must phone or email the course tutor on the day of absence. They must phone or email before 9.00am on the day of absence. Messages must not be passed to other learners. Learners should be informed:</p> <p>When you phone to leave a message about absence, always leave the following details:</p> <ul style="list-style-type: none"> • Your name and the course • The date and time of your call • The names of teachers who need to be informed • The reason for your absence • When you expect to return

	<ul style="list-style-type: none"> • Stage 1 – Learners that have an unauthorised absence (i.e. they have not contacted the college on the day of their absence) will receive a reminder from the teacher about the absence policy. • Stage 2 – Learners that have a further unauthorised absence without contacting the college will be referred to the Head of School. This meeting will be documented in the learner’s folder. This must be recorded on Pro Monitor. • Stage 3 – Learners that continue to be absent without contacting the college will be referred directly to the Head of School who will make an appointment for the learner to see the relevant Director of Curriculum. A learner could be withdrawn from their course at this stage. Parents / carers / sponsoring employers should be invited to the meeting as appropriate. The outcome of this meeting will be fully documented on Pro Monitor and communicated to all parties in writing within 5 days of the meeting. Only a member of Senior Management can sanction a learner being withdrawn. <p>NOTE: Continued absence or patterns of frequent non-attendance will also be referred to the Head of School even if the learner has contacted the college on each day of their absence.</p>
<p>BEHAVIOUR POLICY</p>	<p>The College prepares learners for work and there is a high level of expectation with regards to the professional conduct of every individual. Learners should take responsibility for their behaviours and commit to working towards achieving expected behaviours. Staff will support learners to restore behaviour through a constructive and individualised process. This procedure is designed to ensure that all learners receive every possible assistance and support in order to continue and achieve their programme of study. Parents / carers of learners under 18 or under 21 if they have learning difficulties or disabilities and sponsoring employers should be informed if the procedure is implemented. The College policy on behaviour is:</p> <ul style="list-style-type: none"> • Stage 1 – for minor incidents which constitute a Cause for Concern (for examples, see below). The teacher will address the behaviour and engage the learner in a restorative conversation, giving them the chance to do the right thing, discuss the consequences of the behaviour, minimise the time spent discussing behaviour and focus on returning them to learning. This should be noted by the teacher on Pro Monitor as a Cause for Concern and a date to be reviewed set. A brief summary of the discussion should be recorded in order to identify and record all relevant information. For example: “During the lesson today, ‘.....’ displayed the following behaviour: using offensive language. This behaviour does not meet our college expectations and ‘.....’ and I discussed this. We recognised that using such language can cause offence and... ‘...’ later came to me to apologise for this behaviour.” • Stage 2 - When 3 separate Causes for Concern for minor incidents have been recorded this will be referred to the Head of School and a meeting held. The outcome of this meeting will be fully documented on Pro Monitor and include immediate actions for improving behaviour. A date for this to be reviewed must be set, e.g. within

4 weeks. During this review meeting questions might take the form of: "During the last four weeks, have you been able to follow the actions outlined in our plan? What was the result of this?"

- Stage 3 – Failure to address concerns raised in stage 2 or an incident of serious misconduct will be referred to the Head of School who will organise a meeting with the relevant Director of Curriculum to address. There are 4 possible outcomes of this meeting: 1. No case to answer and the learner can continue on the course with no conditions. 2. Learner to transfer to an alternative course with or without a trial period. 3. Learner to continue on the course provided the learner agrees to certain conditions / actions to improve behaviour to be reviewed in a defined period 4. The learner's place on their programme to be withdrawn with clear reasons for this decision outlined. Parents / carers / sponsoring employers as appropriate should be invited to the meeting. The outcome of this meeting will be fully documented and communicated to all parties in writing within 5 days of the meeting. Only a member of Senior Management can sanction a learner being withdrawn.

Any instances of gross misconduct will be dealt with as per stage 3 but, at the discretion of a member of Senior Management, the learner may be immediately suspended pending the meeting.

Examples of minor incidents:

- Disruptive or unruly behaviour
- Failure to comply with a reasonable instructions Refusal to produce College ID or identify oneself when asked to by a member of staff
- Offensive language
- Failure to adhere to homework/assignment/coursework schedules Contravening the 'ready to learn' standards
- Failure to follow the COVID protocols and guidelines

Examples of serious misconduct

- Offensive language directed towards others (learners, staff or visitors)
- Smoking/vaping on or within College premises/vehicles
- Offensive behaviour
- Acting in an unsafe manner
- Failure to comply with the College's Health & Safety Policy / procedures re COVID-19
- Disruption to the work or recreation of others within the local community
- Malicious activation of the fire alarm system
- Fraudulent claim for bursary funding

- Not to take someone else's college work, images or ideas, using electronic (e.g. the internet) or other published information (e.g. from books and journals) and pass it off as their own. This is called plagiarism. Contravention of any examination regulations.
- Behaviour that causes significant disruption to the learning of others
- Behaviour that compromises or harms the reputation of the learner body and/or the College Group including behaviour on all platforms of social media.

Examples of gross misconduct

- Theft of personal, College property (including employer property if related to their college programme)
- Arson or violence or threat of violence
- Incapability through alcohol, drugs or other substances (or suspicion of)
- Deliberate damage to College, public or employer property
- Accessing, downloading or sending pornographic/offensive materials via internet or mobile technology
- Possession of alcohol
- Possession of a knife or weapon, which is not justified in its use as part of the learners' work
- Possession of non-prescribed drugs, association with dealing or handling non-prescribed drugs in College or associated work experience and industry placements, field trips, residentials, events etc.
- Harassment or bullying allegations substantiated under the College's Anti-bullying & Harassment Policy and Procedure for learners (including cyber bullying) Actions/behaviour on social media or online activity which impacts negatively on other learners, staff, visitors, partner employers, College reputation or wider community
- Criminal activities affecting the College, it's learners, staff or visitors
- Interference with hardware, software or data belonging to or used by the College
- Re-occurrence of a serious breach previously dealt

SUMMARY

Stage 1

Minor incidents, addressed by teacher in a restorative conversation, noted on Pro Monitor as a Cause for Concern and date for review set.

Stage 2

When three Causes for Concern have been recorded, meeting arranged with Head of School, outcomes and actions documented on Pro Monitor and date for review set.

Stage 3

Failure to address issues following Stage 2 or incident of serious misconduct, Head of School arranges a meeting with Director of Curriculum. Parents / carers / sponsoring employers invited. Outcome documented and communicated in writing to all parties within 5 days of the meeting.

STUDENTS WITH EDUCATIONAL HEALTH CARE PLANS (EHCPS)

If a student is going through the disciplinary/attendance process and has an EHCP, the Head of ALS & Inclusion must be informed at all stages so this can be communicated back to the local authority as there may be funding implications or support required.

APPEALS PROCEDURE

If a learner wishes to appeal the outcome of a stage 3 meeting, they need to write to the Principal via the Executive Coordinator and Personal Assistant to the Principal within 10 days of the date of the letter to them outlining the decision made.

Reviewed policy thresholds

Addendum: Reviewed behaviour and attendance policy thresholds to supplement practice at the College owing to COVID-19.

Learners attendance level	Action	Monitor
100%	Learner recognised with a certificate and entered into prize draws (must include English and maths for those on study programme. If the learner has 100% attendance in one aspect of the course i.e. maths, they can still receive a certificate for maths only).	Curriculum Staff
=<90%	Attendance cause for concern is logged on ProMonitor by the learner's tutor. (This applies to individual aspects of the study programme e.g. if overall is 92%, but attendance to maths is 87%, the student should have a concern for maths logged on ProMonitor).	Curriculum Heads
=<80%	Learner will have an additional cause for concern and will be being called by the curriculum head meeting to attend an at-risk meeting. The link between achievement and attendance will be reiterated and learners will be advised that they are at risk of withdrawal. Targets for attendance are set. (Again, this applies to all individual aspects of the study programme).	Curriculum Heads
=<70%	Learner is at extreme risk of withdrawal and should be placed onto an attendance action plan. (Again, this applies to all individual aspects of the study programme).	Directors (Curriculum and SS)
2 weeks consecutive non-attendance	Study programme and vulnerable adults only. If the learner has not attended College for two weeks consecutively, an initial referral to BeSafe will be made.	Directors (Curriculum and SS)
4 weeks consecutive non-attendance	Learners should be contacted by the curriculum area (tutor, deputy or head). They will be set targets to return to the college. If they fail to attend they make contact with Be Safe to check on previous referral and if there is no further action/contact they will be processed as a withdrawal	Directors (Curriculum and SS)
5 weeks consecutive non-attendance	With no contact or obvious reason, the learner will be withdrawn.	Directors (Curriculum and SS)

**Thresholds for attendance include individual components of the study programme (i.e. attendance of 78% to English should result in a target around improving attendance for English).*

Learners attendance level	Action	Monitor
Positive behaviour	For every positive behaviour recorded an entry into a prize draw.	Curriculum heads
Negative behaviour	Negative behaviour in the classroom will lead to a Cause for Concern form being completed on ProMonitor	Curriculum staff
Stage 1 Disciplinary	When the learner accrues three Cause for Concern forms they will enter a Stage 1 Disciplinary as per the policy.	Curriculum staff
Stage 2 Disciplinary	When the learner accrues six Cause for Concern forms they will enter a Stage 2 Disciplinary as per the policy. Learners may also join this stage if they meet the threshold outlined in the policy.	Curriculum heads
Stage 3 Disciplinary	When the learner accrues nine Cause for Concern forms they will enter a Stage 3 Disciplinary as per the policy. Learners may also join this stage if they meet the threshold outlined in the policy.	Directors