



ATTENDANCE POLICY

Cardiff Academy recognises that full attendance and attention to punctuality is key to success with students following the good example set by the staff. Attendance and punctuality is the responsibility of all but closely monitored by the Administration.

Where attendance and/or punctuality falls below the expectations of the College, action will be taken by the Principal following the College Code of Conduct and Disciplinary Procedures.

Students are required to attend all scheduled classes and to be punctual in doing so. This covers all sessions identified on the student's timetable, including Learning Support, Tutorial and Enrichment.

However, the College also recognises that, for some of our students, adhering to these expectations could be too demanding; therefore absences/lateness due to illness/disability, religious commitments and some personal circumstances will be considered on an individual basis.

ATTENDANCE AND PUNCTUALITY

Attendance is expected to be 100% and all students are expected to arrive on time for the start of each session. Students must report any absences to the Administration via the dedicated telephone 02920 409 630, text message (07484 138 497) or email (enquiries@cardiffacademy.co.uk) before 08:45 of each day of absence.

In certain circumstances, students may request authorised absence in person by collecting a form from reception.

Students who arrive after the start of a session will be marked as late, with the number of minutes recorded. Late arrivals are expected to join their group /session, causing minimal disruption and should discuss their reason for lateness with the tutor at the next break or close of session. This will be recorded on the student's notes page.

STUDENT ATTENDANCE & PUNCTUALITY POLICY AND PROCEDURES

Occasionally, in extreme circumstances a late student may be refused entry to his/her session. Should this occur, the student is expected to report to the Principal. Students requiring to leave a class early for any reason must notify their tutor prior to the lesson starting.

All unreported absences will be followed up by the administrators on a daily basis. If contact is not possible by telephone or in person, a letter will be sent home.

A weekly attendance report will be prepared by the Managers and circulated to staff, including the Senior Management Team. Full-time students at risk will be highlighted and appropriate action taken by course leaders.

Any unresolved attendance or punctuality issues will result in an informal meeting (Stage 1) with the student and the Principal where the reason for non-attendance/punctuality will be investigated. Targets will be set and recorded. Any necessary support will be agreed and put in place. Targets will be monitored and reviewed by the Principal until they are met.

If attendance or punctuality targets are due to long-term illness/disability, a specific action plan will be discussed with the student and put into place by the Principal.

If the attendance/punctuality targets are not met or are below the College target, parents/guardians/supporters will be informed and a formal Hearing may be arranged (see Code of Conduct and Disciplinary Procedures).

Continued unacceptable levels of attendance/punctuality may result in further disciplinary action, final warnings and, if necessary, exclusion from College.

A student who is absent from their course after receipt of letter 3 without explanation in excess of 4 consecutive weeks and who has not been in contact with the College to discuss their absence and intentions to return, will be assumed to have withdrawn from the course

UKVI REPORTING

In the event that a student is absent for more than 5 consecutive days without authorisation, or your attendance drops below 80% (equivalent to 20 teaching hours) then the UKVI will be informed and this may result in the student's study visa being revoked.

MAINTAINING RECORDS

The College's attendance register is kept by means of a computer and/or a hard copy register and must be backed up in the form of an electronic, micro-fiche or printed copy not less than once a month. Each of these additional copies must be retained for three years after the end of the college year in question. Copies of all actions taken in respect of Unauthorised Absence are to be recorded and retained for three years after the college year in question.



Appendix 1: Absence and Attendance Codes

REGISTRATION CATEGORIES

The College operates a consistent approach to the registration of attendance using the following Register Marks.

PRESENT			
REGISTER MARK	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
/	Present	Present	Present for whole session

LATE			
REGISTER MARK	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
L	Late*	Present	Late for session

*Students will be marked Late if they arrive at a class later than 5 minutes after the scheduled start

AUTHORISED			
REGISTER MARK	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
B	Approved Off site Educational activity	Approved absence	Out for whole session
C	Other authorised circumstance	Authorised absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness - not medical/dental appointment)	Authorised absence	Out for whole session
J	Interview	Authorised absence	Out for whole session
M	Medical/Dental appointment	Authorised absence	Out for whole session
P	Approved sporting activity	Authorised absence	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
V	Educational visit or trip	Authorised absence	Out for whole session
W	Work experience	Authorised absence	Out for whole session

AUTHORISED			
REGISTER MARK	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
A	Students who don't return from breaks between double or triple lessons that have been timetabled as a single lesson	Unauthorised absence	Out for whole session
G	Family holiday (not agreed) – or days in excess of agreement	Unauthorised absence	Out for whole session
N	No reason yet provided for absence	Authorised absence	Out for whole session
O	Unauthorised absence – not covered by another category	Unauthorised absence	Out for whole session
U	Late**	Unauthorised absence	Late for session

**Students that arrive later than 15 minutes after the scheduled start of class will be marked as unauthorised absence (U)