



# *Punctuality and Absence Policy & Procedure*

## **1. Scope and Purpose**

- 1.1. This procedure applies to all College Group students.
- 1.2. References to the Group or College refer to all parts of the group.

## **2. Policy Statement**

- 2.1. The College Group recognises that regular attendance and punctuality are essential to providing a high-quality learning experience and maintaining an effective learning environment.

## **3. Impact Assessments**

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

## **4. Absence Control Strategies**

- 4.1. Independent research has shown that the single most effective tool in improving attendance is the implementation of same-day contact. A first day response to non-attendance emphasised to students and appropriate parents/carers/employers that unreported absence is taken seriously and will be challenged.
- 4.2. Action by the college will include:
  - An automated email will be sent to any student and their parent or guardian (where the student is under 18, and those aged up to 25 with an EHCP) at the end of any day

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where any absence from an onsite or online class is recorded- Either unreported (A) or reported (R) (This makes it essential that all registers are marked in a timely fashion)

- Staff will challenge late arrival in classes and follow up any absence as soon as possible.
- Attendance reports are regularly reviewed by Curriculum Heads and Curriculum Managers
- Attendance reports are shared with appropriate parents/carers of students aged under 18 and those aged up to 23 with an EHCP.
- Attendance reports will be shared with employers where the employer is funding the training/allowing time off work/paying the student to attend and a data sharing agreement is in place.
- College staff will arrange meetings with appropriate parents/carers and relevant employers (as detailed in the points above) to discuss attendance and associated problems.

4.3. Action by staff will include:

- using the student disciplinary policy and procedure, where applicable
- raising concerns through safeguarding procedures, particularly if the student is identified as vulnerable
- raising awareness of the implications of poor attendance through:
  - induction
  - tutorials
  - reviews
- Acknowledging good or improved attendance

4.4. If a student under the age of 18 or identified as vulnerable has an unreported absence (A) from the college, the college has a duty of care to contact the parents/guardians and refer to safeguarding if there are concerns about the student's wellbeing. It is the responsibility of the Curriculum Manager to organise this.

4.5. If a student under the age of 18 or identified as vulnerable has a reported absence (R) from college for more than three days, the college has a duty of care to follow up and inform parents/guardians and refer to safeguarding if there are concerns about the student's wellbeing. It is the responsibility of the Curriculum Manager to organise this.

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4.6. Parents/guardians have a responsibility to ensure that their young people attend college throughout term and do not facilitate avoidable reported absences in term time. This is to support the young person's unbroken education allowing for the best possible opportunity to achieve.

**5. Process for students to notify the college of their absence**

5.1. Students report absences through their ILP. This will allow them to report daily absences with accompanying reason. Designated staff will process these ILP entries and approve as Reported absences (R). Note that only absences reported in advance of the class start time will have an R mark.

5.2. Where the ILP cannot be accessed each curriculum area will provide students with a telephone contact number to use to notify the area in advance of any absence in order for it to be considered as Reported (R). Students should not contact their teachers.

5.3. Designated staff in the curriculum area will take calls and messages and log the absences on ProSolution.

**6. Promoting Good Punctuality**

6.1. Any persistent lateness should be challenged appropriately with the individuals concerned, with evidence recorded on their ILP.

6.2. Students should be spoken to supportively about their lateness, but the reason for their lateness should not be raised in front of the whole class.

6.3. Curriculum areas are responsible for ensuring that all students are informed during induction and tutorial that, should the student arrive late for a class, they are expected to knock and wait to be admitted by the member of staff in charge of the session. Staff should respond to and admit the student into the class within a maximum of 5 minutes. Staff are requested to refrain from posting notices on class doors to this effect.

**7. Procedure Guidelines**

7.1. Unless there is an issue with the IT equipment or connection, normally all session registers must be completed within 15 minutes of the beginning of the session. For off-site delivery where, by virtue of the activity being undertaken, this is not practical, registers must be completed within 24hrs of the lesson. Where access to the electronic register is not possible, the teacher must use a temporary paper register and transfer the information onto the electronic record by the end of the week, after which time the paper register must be securely disposed of through confidential waste.

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7.2. Please see document Register and Attendance Policy for register marking information. For all help and training about completing registers please contact [Timetables.Registers@loucoll.ac.uk](mailto:Timetables.Registers@loucoll.ac.uk) for help and advice.

7.3. **NOTE:** any issues preventing the marking of an electronic register in a timely fashion must be reported the same day to the it helpdesk (where there is an it failure/issue) and also to [Timetables.Registers@loucoll.ac.uk](mailto:Timetables.Registers@loucoll.ac.uk).

**8. Location and Access**

8.1. This document can be found here:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

**9. Linked Policies and Procedures**

9.1. You may wish to view the following policies:

- Student Disciplinary Policy and Procedure
- Student Agreement and College Code
- Privacy and Personal Data Protection Policy
- Student Reference Policy
- Protecting personal data when using direct communication policy
- Fitness to Study

**Change Log**

Date	Version	Details of Change	Reviewer	Reviewer Title

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