



Fairfield Farm College

Attendance Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P035	September 2017	September 2020	Director of Education

To provide young people with opportunities to be successful and make a positive contribution within their community.

Attendance Policy

We believe that a clear and realistic attendance policy is essential in establishing a positive culture at college that underpins the achievements and successes of all our students.

Students are expected to be in college from 0900-15.00 hours and arrive on time to all timetabled sessions. This policy applies to timetabled sessions and after college clubs that run from 3.15 to 4.30. Our expectation for both is to promote good attendance and punctuality.

Attendance is recorded twice in the day. Once between 8.30 and 9.00 in the Common Room. Learning Support will help all students to become independent in recording their own attendance using SchoolPod. The second register is taken by tutors after lunch in sessions.

Late students must be marked in by tutor, learning support or reception.

Missing register marks/absence will be followed up within 15 minutes of the register being taken.

We will:

- Recognise excellent attendance and time keeping verbally and with agreed rewards
- Ensure personal tutors are informed of good/poor attendance and timekeeping
- Ensure all staff and students understand how attendance and punctuality fits into the normal rewards and sanctions structure
- Ensure that whole college attendance and punctuality figures are available when required, Local Authority, DFE, OFSTED etc

We believe that:

- everyone at college should be listened to and responded to
- we are always considerate towards the learning needs of each student
- students and staff are entitled to learn and work in a safe and secure environment
- all college staff and students should show respect for one another
- good behaviour should be encouraged and consequences should be consistently applied for unacceptable behaviour
- appropriate action should be taken to reduce risks of poor behaviour happening
- students whose behaviour and attendance may deteriorate through events such as bereavement, abuse, or divorce should be identified and supported
- college staff should model positive behaviour and promote it through active development of students' social and emotional competencies

By order of the board.

Graeme Athey
Director of Education
September 2017