

ATTENDANCE AND PUNCTUALITY MANAGEMENT PROCEDURE

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Date of review	20/08/2025
Date of approval	10/09/2025
Approved by	SLG
Next review date	20/08/2027
Date of EIA if appropriate	04/09/2025
Status (delete as appropriate)	Internal/Website

SCOPE

This procedure applies to the following student groups enrolled at Dudley College of Technology: 16-19-year-olds, Adults (19+), Apprentices, and Higher Education (HE) students. The procedure covers all timetabled (onsite and online) classes.

For students aged 14-16, see the 14-16 Pathways Attendance Policy.

PURPOSE

The College is committed to supporting students to develop the necessary behaviours that will support them to be successful in the world of work. As such, the College promotes a culture of high levels of attendance, punctuality and responsibility that would be valued in professional workplaces.

The College also has a funding and legislative requirement (including through Keeping Children Safe in Education) to maintain an accurate and reliable record of attendance, typically through register management.

This procedure ensures consistent and effective monitoring of student attendance and punctuality. Personal Tutors and Tutors/Assessors will review attendance and punctuality regularly, taking appropriate action where necessary.

SUMMARY OF COLLEGE EXPECTATIONS OF ATTENDANCE AND PUNCTUALITY

- The College expects 100% attendance and punctuality at all timetabled sessions.
- Students are expected to give a good reason, backed up with evidence where relevant, for all absences or lateness instances.
- Where absences/lateness can be foreseen in advance, the student must notify the College. Where applicable, appropriate evidence should be provided to the class teacher for the absence to be classed as authorised.
- For unforeseen absences, such as illness, the student must contact the College by 8.30am, or as early as possible, on the first day of absence to inform them of their absence. They must continue to notify the College every subsequent day unless they are signed off by a doctor for a given period.
- Upon return to learning after an absence, students must provide evidence of the reason for their absence before absence can be authorised in registers.
- Attendance will be regularly monitored throughout students' time in learning. Students with excellent attendance/punctuality will receive verbal and/or written feedback and recognition. Failure to maintain good attendance/punctuality will be dealt with through the College's Student Conduct procedure.

PROCEDURE

- During Induction, all students will be informed of the importance of full attendance and punctuality and taken through the College's associated procedures.
- This document can only cover the most common situations that will occur. Therefore, when the procedures and guidance do not appear to cover a given situation, staff should either use their own professional judgement to resolve the matter or consult with their line manager.
- For the College to monitor and improve attendance and punctuality it is essential that all registers are marked in an accurate and timely fashion. The staff member responsible for the session must complete the register marking as soon as possible (typically at the start of class) and in all cases by close of play on the day of which the session falls. Failure to do this may result in students missing out on payments from Student Financial Support E.g. Bursary, Bus Passes etc., and in significant inconvenience and distress.
- Registers are auditable documents and must be maintained in a timely and accurate fashion. Where it is identified that a member of staff persistently fails to mark a register, or marks registers late, they may be subject to disciplinary action. Where registers remain outstanding after 28 days the presumption will be for disciplinary action. In the event of a staff member being off sick, the Line Manager is responsible for arranging cover and ensuring that the register is completed.

ATTENDANCE

- Students are expected to make medical and other appointments outside of timetabled hours. However, where a student knows in advance that they are unable to attend a lesson, they must report the absence to their personal tutor or assessor and provide evidence of the absence to that person in advance, so that the absence can be noted as 'authorised' in the register. The following reasons are acceptable as authorised absence:
 - Medical appointments which cannot be made outside of timetabled hours
 - Religious holiday
 - Attendance at a funeral
 - Severe disruption to the transport network
 - Driving test
 - Student representatives' meetings
 - Responsibilities for caring for a close family member. If this is likely to affect their learning, this should be explored with the student and support offered.
- An absence will not be authorised for any of the following reasons:
 - Sickness
 - Holidays
 - Babysitting
 - Driving lessons
 - Birthdays
 - Leisure activities
 - Shopping

- Full or Part-time work (other than work experience for College studies).
- When the absence cannot be foreseen, the student must contact the College (Personal Tutor, College Reception, or College Student Services) by 8.30am, or as early as possible, on the day of absence. The class teacher responsible for the register will mark the student 'absent'.
- Where no justification for the absence is provided in advance, the member of staff nominated to follow up absences must contact the student, and in the case of students under 18-years old, their parent/guardian, to ascertain the reason for the absence as soon as practicable. For apprentices, the employer will be contacted irrespective of student age.
- Wherever possible the student should be asked to attend unless there is a valid reason for non-attendance. The member of staff must record any contact made, discussions, reasons and information and ensure this is communicated to other staff as required, as appropriate, e.g. ProMonitor, Smart Assessor.
- Where the learner is vulnerable, the staff member following up the absence must also inform relevant staff members as follows:
 - If the learner is identified as a Child in Care and/or has a Purple Heart on ProMonitor, then the Safeguarding team must be informed of the absence via CPOMS that day, with reasons for absence.
 - If the learner has an Education, Health and Care plan (EHCP), the Lead Support Practitioner for the Curriculum Area must be informed via email that day, with reasons for absence.
- When the member of staff who marked the student absent next sees the student, they should ask for an explanation for the absence, draw the student's attention to the attendance procedure and stress that non-attendance will be followed up and dealt with.
- If a student is absent for 4-weeks with or without authorisation, and there has been no contact made by them to the College, they will be deemed to have withdrawn from all elements of the course and a withdrawal letter sent to the parent/guardian. There must be other remedial action taken (including notice of concern raised, actions identified and disciplinary action in some cases) before the end of the absence period.

PUNCTUALITY

- Students should be in class and ready to learn at the timetabled start time. Any arrival after the published start time will be recorded as late.
- Any student arriving late must join the class with the minimum of disruption. Where specific health and safety instructions have been given to the class, and late admissions to a lesson could put students at risk, admission may not be granted.
- Any students arriving late must be marked as late on the register, with the number of minutes late recorded. Any stated reasons for lateness can also be recorded.
- At the end of the class, the student(s) will be asked to explain to the teacher why they were late. Teachers will take into consideration a student's personal circumstances, medical conditions, learning difficulty/disability in line with equality and diversity principles and the Disability Discrimination Act.
- Subject Tutors will notify the Personal Tutor of persistent student lateness via the appropriate channel, e.g. Actions/Comments log on ProMonitor, Smart Assessor.

- Personal Tutors will regularly review the punctuality of their students and take appropriate action, as detailed below, where there is cause for concern.

GENERAL ROLES AND RESPONSIBILITIES

Student Responsibilities:

- Attend all classes on time.
- Report any absence due to illness or other reason to the College by 8:30am on the first and every subsequent day of absence (by phone or e-mail).
- Do everything possible to avoid necessary absences. For example:
 - make medical appointments outside class time unless it is an emergency
 - only go on holiday outside of term time
 - arrange appointments with careers advisors outside of lesson time.
- Tell us in advance if you know you are going to miss a lesson e.g. attending a University Open Day
- On the first day back in learning after an absence, present evidence to support your absence.
- Catch up on missed work.
- Actively engage with all classes/aspects that are part of your course
- Follow the Attendance and Punctuality procedure and actively engage in any support offered and actions given.
- Actively participate in 1-to-1 tutorials/discussions with the relevant teacher/personal tutor/assessor.

Unacceptable attendance and/or punctuality may affect examination entry, as well as opportunities to attend activities such as enrichment activities, trips, partaking in employer events, etc...

Staff Responsibilities

All staff are responsible for ensuring good attendance and punctuality of their students and for dealing with associated issues whenever they occur.

All delivery staff must:

- Promote attendance positively across the College.
- Advise and coach students on Dudley College's Attendance and Punctuality procedure and the process of reporting absence correctly during pre-term start activity, enrolment, and induction.
- Positively role model this procedure by starting and finishing classes on time.
- Be fully aware and up to date with the types of register marks used for completing online registers.
- Accurately mark attendance, absence, and lateness in the register using the correct register marks (usually within 15 minutes of the lesson starting).
- Make timely register amends where required and ensure timely submission, by close of that working day, to ensure 100% completion of registers that enables early intervention. **NB** Registers actioned beyond the end of the same day may become locked by MIS and will be subject to compliance monitoring and/or internal audit.
- Update ProMonitor or Smart Assessor with notes/actions as appropriate.

- Report any persistent issues with students to the Personal Tutor and/or the line manager.
- Help to support students' return to College following an absence including confirmation that the student has accessed missed work.
- Raise awareness of attendance incentive/rewards schemes to all students to actively promote 100% attendance and punctuality.
- Where applicable, actively contribute to 1-to-1 tutorials/discussions with the relevant teacher/personal tutor/assessor.
- In cases of repeated absence and/or for prolonged periods of time, this may indicate a safeguarding concern. It is therefore important that staff liaise with the safeguarding team to explore what intervention may be required.

Personal Tutors must:

- Deliver high levels of attendance and punctuality for assigned tutor group(s), ensuring students understand the importance of these attributes to be successful in the workplace.
- Monitor attendance for all parts of the programme, intervening swiftly where necessary.
- Discuss attendance and punctuality as part of tutorials and 1-to-1s.
- Recognise and reward students with excellent attendance and punctuality.
- Where required, contact the student or their employer, parent/carer or Local Authority, in line with this procedure.
- Refer unresolved attendance / punctuality issues to the Curriculum Manager.
- Ensure the College's Student Conduct procedure is followed and is impactful, with help from the teaching team and support staff.
- Discuss individual / group attendance and punctuality during course team meetings.
- Keep other teaching staff informed of issues and actions relating to a student's attendance and punctuality.
- Make timely requests to the College's Learning Support Service where a support need is identified.
- Initiate timely withdrawal where appropriate and agreed with the Curriculum Manager.

Curriculum Managers must:

- Ensure high levels of attendance and punctuality are delivered across all components within the curriculum area.
- All relevant staff are fully conversant with this procedure and the demands it places upon them.
- Staff development is made available to assist staff in effectively implementing this procedure.
- Ensure appropriate reporting is available for staff to enable them to effectively monitor attendance and punctuality.
- Routinely monitor and report on curriculum level attendance and punctuality. Ensure concerns are being addressed in line with this procedure.
- Discuss individual / group attendance and punctuality during curriculum team meetings – at least once per month.

- Ensure timetables are student friendly and in-line with the College's timetabling guidance. Any timetable changes are communicated to students, parents/guardians, teachers, other relevant staff, and MIS timely.

Management Information Services (MIS) must:

- Ensure timetable changes are implemented timely.

MONITORING AND INTERVENTIONS

End of Week 1 (Induction Week)

- All Curriculum Managers must ensure timetables for Vocational, Apprenticeship, and English & Maths programmes are accurate, free of clashes, and follow timetable guidance. Students must be grouped appropriately by level and timetable.

First Half Term

- Curriculum Managers will use weekly attendance data provided by Quality to identify students with poor or non-attendance across all timetabled sessions, i.e. Vocational, English and Maths, Tutorial, Apprenticeships, etc...
- Attendance data must be reviewed before initiating the Attendance and Punctuality Management Procedure.
- Curriculum Managers will discuss attendance concerns during team meetings to support Personal Tutors in following the Monitoring and Interventions steps. This will be reviewed in conjunction with the progress tracking live report.
- Curriculum Managers must confirm at the first team meeting that timetables have been shared with parents/guardians/carers.

Ongoing (Monthly Post First Half Term)

- Curriculum Managers will conduct line-by-line reviews of student attendance and monitor progress in their curriculum area, using the progress tracking live report.
- Course Teams will determine next steps and communicate actions to Personal Tutors.
- Attendance data for all timetabled sessions, i.e. Vocational, English and Maths, Tutorial, Apprenticeships, etc...will be accessed via Quality reports and Power BI. Curriculum Managers will flag concerns to Personal Tutors for timely intervention.
- Attendance and interventions will continue to be reviewed by Curriculum Managers during Wednesday meetings, using relevant college reports (attendance and progress tracking live reports).

Team Collaboration: Curriculum Managers and Personal Tutors will:

- Monitor attendance across all timetabled sessions, i.e. Vocational, English and Maths, Tutorial, Apprenticeships, etc...
- Curriculum Managers will lead team meetings to review attendance and identify concerns across all timetabled sessions, i.e. Vocational, English and Maths, Tutorial, Apprenticeships, etc....

- Where student attendance falls below 85%, Personal Tutors will follow the College's Student Conduct procedure, i.e. set appropriate attendance targets, record in the Individual Learning Plan (ProMonitor / Smart Assessor), and inform Parents/guardians/carers.
- Where students are not improving, Personal Tutors will escalate concerns to Curriculum Managers who will then follow the College's Student Conduct procedure and contact the Parents/guardians/carers.
- Students are to be referred to support services for additional help if personal issues are affecting attendance or punctuality.

Teachers must:

- Attend their Curriculum Area's/Course Team's meetings (excluding subject-specific monthly meetings for GCSE English & Maths teachers).
- Track attendance for each session they deliver and notify Personal Tutors of absences.
- Raise attendance/punctuality concerns in team meetings so they are actioned by Personal Tutors and Curriculum Managers as per the Attendance and Punctuality Management Procedure.

Leadership Oversight: Assistant Principals & Curriculum Managers

- Quality will provide weekly attendance data.
- Curriculum Managers will identify areas of concern regarding attendance across all timetabled sessions, i.e. Vocational, English and Maths, Tutorial, Apprenticeships, etc... and escalate to Assistant Principals.
- Assistant Principals will arrange meetings with relevant Curriculum Managers to address and improve student attendance-related behaviours.
- Assistant Principals and Curriculum Managers will collaborate to address individual or group concerns.

COMMUNICATION

- **Students:** will receive feedback on their attendance and punctuality during regular tutor / assessor meetings.
- **Parents/Guardians:**
 - If a 16–18-year-old full-time student is absent, the College will text message the parent/guardian to inform them of the absence.
 - Where the College's Student Conduct procedure is initiated for concerns around a 16–18-year-old student's attendance and/or punctuality, the Personal Tutor will contact the parent / guardian / carer to discuss the situation and actions.
 - A report, containing a summary of attendance and punctuality, will be shared with a 16–18-year-old full-time student's parent / guardian / carer twice per an academic year.

- **Employers:** Employers of apprentices will be notified of any absences, or concerns about punctuality, by a nominated teacher or assessor. Where required, employers will be asked to support this procedure.

RECORDING ATTENDANCE AND PUNCTUALITY

A register is taken for every lesson in College including tutorials, GCSE English and maths and functional skills. The assigned staff member, typically a teacher, will mark a register, and the data is stored on the College's systems. Students can check their own attendance record by logging onto ProPortal.

It is vital that the marking of registers is completed with the highest degree of integrity. Failure to repeatedly complete an accurate and timely register for each session, or to falsify register marks, may lead to disciplinary action up to and including dismissal from the College.

Registers are a legal, auditable document and inconsistencies in timely, accurate register completion can affect funding, enrolment, withdrawals, attendance, retention and achievement data, as well as expose learners to potential safeguarding risks and impact on the College's ability to address the Prevent agenda.

Registers can be requested by key multi-agency partners and produced in court by learners as evidence of attendance or absence. Registers can also be requested by employers and the police to confirm learner attendance or absence.

Errors or omissions in register marks can impact on the effectiveness of the MIS department to accurately record and report College data externally and internally, e.g.:

- **Bursaries:** Eligible students receive bursary payments where their attendance has reached an agreed level. Incomplete or non-completed registers can impact on a learner's accurate recognised attendance and will affect their bursary payments.
- **Advanced Learning Loans:** Eligible learners will receive loan approval where the College has submitted a confirmation of first attendance. Quarterly confirmation of attendance will be required thereafter. Incomplete or non-completed registers will impact on both the learner's eligibility to study under the loan arrangement and the income for the College.
- **14-16 Year Olds:** The College has a legal duty to report timely attendance data twice daily for this category of learner. <https://www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges>.
- **Safeguarding:** The College has safeguarding and legal obligations to continuously monitor attendance and regularly report attendance to key professionals linked to learners, for example social workers. [Keeping children safe in education](#).

IMPLEMENTATION

Electronic registers will be used in all circumstances where they are available and accessible. Paper registers can only be used when electronic registers are not available or when instructed for use by the Curriculum Manager or Assistant Principal. The only exception to this rule is off-site or evening sessions where the paper register must be completed electronically by the end of the following working day. All paper registers must be signed and dated by the member of staff completing the register.

Temporary staff must obtain direct access to use electronic registers as soon as they are made known to the Curriculum Manager, Assistant Principal or MIS – they must not use log-in details of other staff. Paper registers or direct department support can be utilised whilst such arrangements are made with prior agreement from the Chief Finance Officer.

MIS can support staff to mark other staff's electronic registers within their area during periods of internal or agency cover if this is actioned by the end of the same day.

REGISTER MARKS

Register marks available for use by teaching staff or generated by MIS are:

Mark	Name	Implication	Teaching Staff Use?	Context of Use
/	Present	Positive	Yes	e.g. learner attended the session
O	Absent	Negative	Yes	e.g. learner did not attend.
S	Sickness	Negative	Yes	e.g. learner has reported sickness
L	Late	Positive	Yes	e.g. learner absent at the start of the session.
A	Exam	Neutral	Yes	e.g. learner is taking an exam.
A	Interview	Neutral	Yes	e.g. learner has a job interview.
A	Placement	Neutral	Yes	e.g. learner is on a work placement.
A	Religious Observance	Neutral	Yes	e.g. learner is observing a religious event.
A	Trip / Visit	Neutral	Yes	e.g. learner is on an academic trip or event.
A	WBL	Neutral	Yes	e.g. learner is engaged with apprenticeship activity.
A	Appointment	Neutral	Yes	e.g. learner has evidence of appointment
A	Suspended	Neutral	Yes	e.g. learner has been suspended

The following marks may be generated into your register based on withdrawal or transfer information processed by MIS, or via specific auditable requests or actions:

Mark	Name	Implication	Teaching Staff Use?	Context of Use
W	Withdrawn	NULL	No	Generated when a withdrawal has been processed.
T	Transferred	NULL	No	Generated when a transfer has been processed.
C	Completed	NULL	No	Generated when an end date has been applied.
B	Late Starter	NULL	Yes	Generated when a learner has late enrolled or transferred into a group after the first session has commenced.
X	Class Cancelled	NULL	No	Generated when a class has been cancelled.

Amendments to the scope, use and context of register marks will be distributed only via approved updates to this procedure.

Teaching staff must report concerns or difficulties in maintaining registers to their Curriculum Manager in the first instance.

RESPONSIBILITY

Register completion and attendance is monitored continuously at all levels in the College. Completion and compliance are addressed against the following accountabilities:

Marking registers with learner attendance.	Curriculum staff – Teaching Staff
Storing and retrieving evidence for marking and recording ‘R’ marks	Curriculum staff – Teaching Staff / CMs
Storing and retrieving evidence for marking ‘A’ marks.	Curriculum staff – Teaching Staff / CMs
Transferring temporary paper register marks into electronic registers.	CMs, Curriculum Staff, MIS
Monitoring MI reports on register data and attendance	CMs, Curriculum Staff, MIS
Actioning MI error reports on register data and attendance	CMs, Curriculum Staff, MIS
Setting up registers	MIS
Auditing of registers	MIS
Producing Register reports	MIS

For queries about registers, contact the following:

Name	Purpose	Extension	Email
Registers and Timetabling	For registers, timetables, start and end dates and completion support.	3369 / 3032	timetabling@dudleycol.ac.uk
MI and Systems	For data and management information.	3021 / 3025	mis@dudleycol.ac.uk

Associated Documents

14-16 Pathways Attendance Policy
Conduct – Student Procedure
Continuous Improvement Procedure
Safeguarding Policy

Appendix I

Ownership

No.	Sample Audit Points	Responsible
1.	Steps should be taken to ensure that registers are completed within the first fifteen minutes of the lesson. Where this is not possible, it should be ensured that electronic registers are completed as soon as possible and no later than the end of the day to which the register relates.	Vice Principal Curriculum and Standards, Assistant Principals, Curriculum Managers
2.	When a member of teaching staff is absent from the College, the electronic registers for that staff member should be completed by the member of staff covering the class or by the Curriculum Manager, to enable the register to be completed during the lesson. This process should be documented in an appropriate policy document and communicated to all members of staff (see Appendix 3). Steps should be taken to ensure that registers are completed in a timely manner and in line with College policy by those covering classes for absent staff members.	Vice Principal - Curriculum and Standards, Assistant Principals, Curriculum Managers
3.	In instances when a learner transfers courses or enrolls late it should be ensured that the registers for the course on which they are enrolled are completed with the correct attendance marks in all cases, including Transferred or Late Starter marks.	MIS, Vice Principal - Curriculum and Standards, Assistant Principals, Curriculum Managers
4.	Teaching staff should ensure that all learners who are present in a class are included on the register for that class. Where this is not the case, the reasons for this should be ascertained and the subject tutor should take steps to ensure that the learner is enrolled on the course they are attending.	MIS, Vice Principal - Curriculum and Standards, Assistant Principals, Curriculum Managers
5.	It should be ensured that the electronic register system is updated with attendance marks as soon as possible where a paper register has been taken.	Vice Principal - Curriculum and Standards, Assistant Principals, Curriculum Managers

Appendix 2

Questions & Answers

1. I am missing a learner from one or more registers, who should I contact?
 - A. Contact MIS (timetabling@dudleycol.ac.uk) to determine whether the learner is enrolled on the correct group code. If they are not, ask for the learner to be transferred to the correct group. Once the learner has been transferred, contact MIS to update the register. If the learner is on the correct group code, contact MIS to ensure that the Activity has been timetabled correctly. If the Activity is correct, contact MIS to investigate.
2. Learners are appearing on my registers when they shouldn't be, who should I contact?
 - A. Contact MIS (timetabling@dudleycol.ac.uk) to check that the register Activity has been timetabled with the correct group code. If it has been timetabled correctly, contact MIS and ensure that the learner has been enrolled on the correct group code. Once this problem has been rectified, contact MIS to update the register.
3. The same learner is appearing twice on the same register, what do I do?
 - A. Contact MIS (timetabling@dudleycol.ac.uk) and provide them with the register reference. They will then rectify the error.
4. My register has incorrect dates or dates are missing, who do I contact?
 - A. Contact MIS (MIS@dudleycol.ac.uk and timetabling@dudleycol.ac.uk) and they will correct the error.
5. My register is missing, who do I contact?
 - A. This may be a timetabling or a setting incident. Alternatively, there may not be a member of staff attached to the Activity. Contact MIS (timetabling@dudleycol.ac.uk) and they will assist by either creating a register or direct you to create an Activity to raise a register.
6. I have completed all my registers, but the Unmarked Registers report is still saying it is unmarked, what do I do?
 - A. Reports update overnight, if you have marked the register that day, it will still appear as unmarked in published reports until the next day. If it is still showing as unmarked the next day, contact MIS, they can give you a breakdown of what sessions on the register have been missed and will be able to mark it for you (providing you are able to tell them what marks are required, with a paper register to confirm the marks).
7. I have completed my registers, however when I access them again the marks have disappeared. Why does this happen?
 - A. You may not have saved the marks correctly, make sure that you did not accidentally backfill the marks. If you did mark the wrong date contact MIS and they will be able to help. If not, try again and if they disappear again contact MIS and they will investigate for you.
8. I can't see my registers, or I get an error message when I save my marks, who do I contact?
 - A. Contact MIS (timetabling@dudleycol.ac.uk) as this may be an issue with access rights. You need to ensure all learners, and you yourself, have a mark before you can save. If that learner should

not be on the register mark them as 'O' and inform MIS. If you are still unable to save the register, contact MIS.

9. I have a Withdrawn or Transferred Learner still showing as current on my register, what do I do?

A. *Contact your Curriculum Manager to instigate a Withdrawal. If this has already been done, contact MIS (MIS@dudleycol.ac.uk) to ensure this has been actioned. If the learner has been transferred, contact MIS to ensure the request has been received and actioned. Continue to put in 'O' marks for these learners. Once this has been done, either MIS or the automated system will generate 'T' and 'W' Marks for that learner on new register sessions and overwrite any existing 'O' marks.*

10. I have some registers that I haven't back-filled – how do I get these actioned?

A. *Contact MIS (timetabling@dudleycol.ac.uk) to address past (locked) registers. They will support you to complete them.*

Please note, these questions are not exhaustive, any queries or questions should be referred to MIS (MIS@dudleycol.ac.uk and timetabling@dudleycol.ac.uk)

Appendix 3

Cover Staff

It is the responsibility of Curriculum Managers to ensure that cover staff have sufficient access, training and accountability to manage and maintain online registers in a timely manner.

[ProSolution](#) enables all staff at all tiers to access and mark any register, providing an auditable means to manage and track attendance. Accessing any member of staff's [online](#) timetable can direct you to their daily registers and allow them to be marked.

Where system access has not been timely and register marking is at risk, paper registers can be utilised as a last resort, and only in line with this procedure.

Paper registers will only be used when electronic registers are not available or when instructed for use by the Curriculum Manager or Assistant Principal.

Temporary staff must obtain direct access to use electronic registers as soon as they are made known to the Curriculum Manager, Assistant Principal or MIS – they must not use log-in details of other staff. Paper registers or direct department support can be utilised whilst such arrangements are made with prior agreement from the Vice Principal - Curriculum and Standards.

MIS can support curriculum staff to meet short notice access requirements and will routinely provide data to support management of unmarked or untimely registers.

Appendix 4. Withdrawal/Transfer/Exclusion Process Flowchart

No-shows	<p>If a student is a no-show (<i>has not attended or attended two times or less in first two weeks</i>), the subject tutor must contact the student and the parent/carer to establish if the student will be attending moving forward. The tutor must attempt this on at least two separate occasions and record details of these attempts on the student's ILP.</p> <p>If the student and/or the parent/carer cannot be contacted over a period of two-weeks from start date, and the student has still not attended, the student can be withdrawn (as per below). The CM must inform their curriculum admin, who will arrange for a withdrawal confirmation letter to be sent to the parent/carer.</p>
NB First 6-weeks	<p>If a student breaks the code of conduct within the first 6 weeks of a new academic year, see the Conduct - Student Policy & Procedure and associated procedure flowchart.</p>
<u>Withdrawals</u>	
Withdrawal process	<p>Step 1 – If the tutor has exhausted all avenues and a withdrawal is required, they must first check for student flags on ILP (C, E, Purple Heart). If any flag is present, the tutor must inform the relevant department of intended withdrawal and ask for advice. Following this, and addressing advice, the withdrawal can progress, the tutor must complete and submit an online 'Change Request' on ProSolution.</p>
	<p>Step 2 – On receipt of the online 'Change Request' from the tutor, the Curriculum Manager (CM) will triangulate all evidence and interventions and either:</p> <ul style="list-style-type: none"> a) return to tutor to implement further interventions. If this occurs, the tutor must follow CM instructions, logging actions on ILP, and only return to Step 1 later if required. b) confirm withdrawal request and submit to Assistant Principal (AP) for final approval.
	<p>Step 3 – On receipt of the online 'Change Request' from the CM, the AP will triangulate evidence and interventions and either:</p> <ul style="list-style-type: none"> a) return to CM/tutor to implement further interventions. If this occurs, the tutor must follow AP instructions, logging actions on ILP, and only return to Step 1 later if required. b) confirm withdrawal request and submit to MIS for processing. <p>The CM must inform their curriculum admin, who will arrange for a withdrawal confirmation letter to be sent to the parent/carer.</p>
	<p>Step 4 – On receipt of the online 'Change Request' from the AP, MIS will process the request within 5-working days. The student will be withdrawn from all learning aims/components of their programme. Once MIS have completed the withdrawal process on College systems, a notification email is sent to the subject tutor.</p> <p>The tutor and/or CM will then check the College systems for accuracy of data.</p>

Exclusions: Where a student is to be excluded, follow the Conduct - Student Policy & Procedure.

Transfers

For transfers, the tutor must complete and submit an online 'Change Request' on ProSolution. The CM will approve or reject this request. If approved, MIS will be notified, and they will process the transfer within 5-working days. Following processing, a notification email will be sent to the tutor. The tutor and/or CM then check the College systems for accuracy. As part of the transfer process, the tutor must liaise with the 'new' tutor and relevant departments if the student has any specific needs, e.g. EHCP, C, Purple Heart, etc...