



COLLEGE POLICY DOCUMENT

Biometric System and Student Attendance

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Authorised by: Wayne Marshall Date: 24th July 2015	Signature: Wayne Marshall

The following policy document has been drawn up so that all staff members dealing with the system have a clear and organised process to follow that will eliminate any and all duplication.

It is taken as given that all students have been entered onto the system and know how to use it (this aspect is covered in the registration policy).

The system works and is triggered by the student timetables, which have all been entered on to the system. If the student is late then they register on the system as late. If for whatever there are reasons a student on any day fails to register on the system then he/she will be shown as AWOL. This system is in turn cross referenced with the weekly Tutor registers. The sickness and authorised policy remains in place and all students as per their handbook would need to contact the Welfare Manager in these circumstances.

The system allows the college to keep a very close eye on the movements of all students and this helps the college to ensure that all students are where they should be at all times and safe.

The policy:

1. The College Registrar will check the system each half hour interval up until 10am to check for late students. Then as required throughout the day.
2. This will be followed up with an email and or phone call to each student depending on circumstances.
3. The Principal and Registrar will manually sign in any students who have forgotten their cards and advise them of the importance of always having their cards with them when attending college.
4. The Principal will check the course detail on a regular basis throughout the day and if a student has failed to show will confirm his/her attendance with the timetable and then chase the student with reference to attendance.
5. All students late for lessons will be spoken to by the Registrar as they attend school as he/she is able to place messages on the system for this to happen.
6. Students that are late 3 times in a week or miss 2 lessons for 2 consecutive weeks will be placed on report with the Registrar for 1 week. Persistent offenders may be placed on 8.30 report for another week. If the problem continues then the student will be placed on report with the Principal for two weeks.
7. Each Monday the Principal will run a full weekly attendance report which will be summarised and circulated to all tutor and the Registrar for action.
8. The weekly report will be kept by the Principal to ensure the process is working correctly and that those students causing concerns at dealt with in a timely fashion.
9. The Registrar and Principal meet every Monday morning to discuss the absences from the previous week and year to date. An action plan can then be drawn up depending on the findings of the reports and the meeting.
10. The HOME OFFICE Compliance Officer will manually cross reference the biometric system with the Tutors weekly registers to check for any anomalies. Students that are noted to meet point 5 will be placed on report.

Reviewed:

September 2012 February, March 2013, August 2013, June 2014 and July 2015.

Next review: 1st August 2016.