



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

RECORD of PUPIL ATTENDANCE POLICY

Issue No.: 01	Document Number: STAN: 0072007
Issue Date: 22nd June 2011	Originator: Wayne Marshall
Version: 12	Responsibility: College Principal
Reason for version change: Review & Update	Dated: 22nd June 2011
Authorised by: Wayne Marshall Date: 28th July 2017	Signature: <i>Wayne Marshall</i>

RECORD OF PUPIL ATTENDANCE

St. Andrew's College, Cambridge has a SIMS system to assist the Principal, Registrar and Attendance officer with the management of student absence.

During registration each student will be given an ID card showing their name, course and photo.

The ID card will assist college staff in identifying St. Andrew's students easily and with student safeguarding within the college environment. College staff also wear a photo ID badge.

The SIMS system will be checked daily for late and absent students. It is the responsibility of the Attendance officer to contact students who have not arrived at college for timetabled classes.

It will be the responsibility class teachers to complete a class register for each class they teach on SIMS. The Principal will then complete daily / weekly reports and circulate these to the college teachers.

Students must contact the Attendance Officer (Mrs Schoeman) in the first instance if they are either sick or unable to attend college for any other reason. The system will then be updated with this information.

Teachers must notify the Principal as soon as possible if a student who is less than sixteen years of age is missing from their lessons. The age of all students will be shown on the class lists at the beginning of each new term.

Attendance in lessons is of key importance to the college and this policy is an integral part of the disciplinary policy and procedure.

To highlight the importance of the policy specific sanctions can be put in place as follows:

1. The Vice Principal on his/her weekly report will highlight to tutors / teachers those that have two or more lates and need to be spoken to. The tutor will make a note of this on his/her weekly meeting notes.
2. If the problem of being late persists then the student will be asked to report to attendance officer for one week at specific times as set out by the Attendance Officer and the Tutor, Vice Principal, Principal & Registrar will be advised by email.
3. In the circumstances where this does not work and the student continues to be late for lessons then he/she will be placed on 8.30 (or another suitable time as agreed with the Vice Principal) reports for at least two weeks with the Vice Principal. Tutor, Principal, Registrar, Attendance Officer, agents and or parents are to be informed at this stage by the Vice Principal and the student will be advised of what could happen if the attendance does not improve.
4. Failure to comply with 3 above will mean that the student goes on to Principals Report where he / she reports to the Principal twice a day and has to sign in to all lessons and homework dates are noted. The Vice Principal, Registrar, Attendance Officer, tutor and agents and parents are informed as are the students' subject teachers by the Principal. There will be a weekly meeting to assess progress with the Principal and failure to follow the guidelines of the report may end in exclusion from the college.

Once the student reaches point 4 above he / she will be placed on the sanctions register so that this can be reviewed in the future should similar action be required.

It is perceived that this policy is fair and allows the student time to address the issues.

Reviewed:

September 2008, 2009, 2010, 2011, 2012, July 2013, April 2014, June 2014, December 2014, June 2015, July 2015, July 2016 and July 2017.

Review date: 1st August 2018.