



ST. ANDREW'S  
COLLEGE  
Cambridge

**COLLEGE POLICY DOCUMENT**

**RECORD of PUPIL ATTENDANCE POLICY**

<b>Issue No.:</b> 01	<b>Document Number:</b> STAN: 0072007
<b>Issue Date:</b> 22 <sup>nd</sup> June 2011	<b>Originator:</b> Wayne Marshall
<b>Version:</b> 12	<b>Responsibility:</b> College Principal
<b>Reason for version change:</b> Review & Update	<b>Dated:</b> 22 <sup>nd</sup> June 2011
<b>Authorised by:</b> Wayne Marshall <b>Date:</b> 21 <sup>st</sup> July 2016	<b>Signature:</b> <i>Wayne Marshall</i>

**RECORD OF PUPIL ATTENDANCE**

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

During registration each student will be given a biometric ID card showing their name, course and photo. Every student will use this card prior to the start of their first lesson each day and at the end of their last lesson each day to clock in and out of college. Each student will be given a four digit passcode to use with their card.

There are two biometric terminals in the college. One is located outside the Registrar's office in 13 Station Road and the other by the rear entrance in Regent Street. All students will be shown how to use their card. Directions for use can also be found above each terminal and on the rear of their timetables.

This process 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.

Once the student has clocked in they will be expected to attend their lesson.

The biometric 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.

To complement this process teachers will be asked to complete a class register for each class they teach on SIMS. The Principal and Registrar will then complete weekly reports and circulate these to the college teachers.

Students must contact the Attendance Officer (Mr Bradley) 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 Principal on his 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, 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 reports for at least two weeks with the Registrar. Tutor, Principal, Attendance Officer, agents and or parents are to be informed at this stage by the Registrar 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 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 and July 2016.**

**Review date: 1<sup>st</sup> August 2017.**