



Student Attendance Policy – Mercury College

Date of this Policy	Next Planned Review date
04/04/2025	04/04/2026
Policy Owner	Policy Director Lead
Head of Education	Director of Education

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Printed on: _____ (Date) By: _____ (Name)

Signature: _____

1 Policy Introduction

Good attendance at college is essential to our students' all-around educational development and well-being. The College team will work closely with the student, their families and the support Colleagues who work with them to promote and sustain good attendance.

We aim to promote our students' learning and achievement by:

- Increasing and sustaining positive attendance by students at college.
- Improving and sustaining the punctuality of college students.

2 Policy

2.1 We Will

- Encourage and promote positive college attendance and punctuality of students.
- Monitor and review student attendance and punctuality across the college.

2.2 You Will

Head of Education will:

- Set a clear vision for improving and maintaining good attendance,
- Establish and maintain an effective system of monitoring and review individual student attendance and punctuality diligently.
- Monitor Attendance and punctuality data effectively to identify individual issues, trends or issues.
- Promptly escalate any concern with attendance and/or punctuality to the Registered Manager and/or family member as required.
- Actively work to understand and address any barriers to learning that the student may face, providing comprehensive support.
- Ensure that a register of learners is taken at each lesson.

All Colleagues will:

- Work collaboratively with students to improve punctuality and/or attendance where required.
- Communicate the value of attending and being punctual to college to students.
- Support students to attend college in line with their support plan.
- Ensure that all students have an effective and enjoyable timetable in place to support their learning.

3 Monitoring and Compliance

Our Attendance Champion in the Head of Education, Laura Taylor, who is contactable at Mercury College on 01709 861663.

Attendance and punctuality data is collected daily and reviewed on a half termly basis by the Head of Education.

Attendance or Punctuality that falls below 90% is actively reviewed by the Head of Education following the processes outlined below.

The Head of Education regularly monitors and evaluates this data and progress to ensure that the Student Attendance Policy and processes are effective.



Attendance and Punctuality data are reviewed as part of the Education Committee and Quality Assurance Board each quarter.

4 Registration

Registers are completed for all students on a day-to-day basis at the beginning of each lesson.

Attendance is recorded in the register for the relevant student and class and is stored in the attendance folder within the Mercury College electronic drive.

The Head of Education monitors attendance; the register provides an overview of the student's attendance, allowing any issues to be easily identified.

Students are expected to arrive and be ready to learn at the start of their college days. Registration will open 15 minutes before the beginning of the college day and close at the agreed start time for each lesson.

Students are marked as;

- Present – they have attended the lesson or session.
- Absent – they have not attended the lesson or session without any reason.
- Excused – they have not attended the lesson or session due to reasons such as an appointment, ill health, or a planned external visit, or they have been excluded.
- Late – they arrive after the registration for college has closed.

The student's family or support Colleagues should advise the college by telephone of any absence as soon as possible on the first day of absence, providing the college with a reason for the absence and, where possible, an expected return date.

If a student is identified as absent without contact, their family or the Registered Manager will be contacted as soon as possible to establish the reason for the absence.

5 Attendance

All students are expected to have an attendance of at least 90%. Students' attendance will be reviewed at each MDT meeting.

Where a student's average attendance sits below 90%, the student, their support Colleague and, where appropriate, their family member and/or Registered Manager will be invited into the college for a meeting to discuss the student's attendance.

At this meeting, any barriers, concerns, or worries can be identified and discussed, and steps can be put in place to help the student manage and overcome these where possible.

Occasionally, students may be offered a reduced timetable on a short-term or long-term basis. Homework or study materials may also be offered to avoid any gaps in learning.

6 Punctuality

Each student has a bespoke timetable with agreed start and end days for the college day.

Students should be supported and encouraged to be punctual to ensure that they are



ready to learn at the beginning of each college day, emphasising the importance of punctuality.

All students must be punctual for at least 90% of their lessons. Punctuality will be reviewed at each MDT meeting.

Where a student's punctuality falls below 90%, the student, their support colleague and, where appropriate, their family member and/or Registered Manager will be invited into the college for a meeting to discuss the student's punctuality.

At this meeting, any barriers, concerns, or worries can be identified and discussed, and steps can be put in place to help the student manage and overcome these where possible.

Colleagues supporting a student to get to college must ensure that they leave adequate time to travel or walk to college; arrangements should be detailed within the individual's support plan. Any issues concerning punctuality will be escalated to the Registered Manager as required.

7 Associated Documents

- 7.1 Mercury College Safeguarding Adults at Risk Policy P&S 2.1MC.
- 7.2 Mercury College Exclusions Policy, P&S 1.5 MC.
- 7.3 Mercury College Exclusions Policy, P&S 1.5 MC.