



PLUMPTON

COLLEGE

Attendance Policy and Procedure 2026/27

This policy sets out a framework for dealing with student attendance. This policy applies to all students at Plumpton College, including 14-16, full-time further education, part-time and Higher Education students.

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Approved by	SMT
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The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

1. Policy Statement

1.1 This Policy outlines the approach taken by Plumpton College to encourage excellent attendance and punctuality, in order to enable our students to be the best they can be in ensuring they develop the knowledge, skills and behaviours appropriate to the College Values and their future employment. It therefore applies to all students, regardless of age, provision type or subject.

1.2 Excellent punctuality and attendance are at the heart of the College's '*Our Professional Workplace*' framework (see Appendix), which sets out the expectations the College has of students as we prepare them for the world of work. Excellent timekeeping and punctuality are an expectation of employers and in preparing our students for work, is an area of their personal development that must be focused upon.

1.3 It is the responsibility of every student to attend all timetabled sessions, whether delivered face-to-face or virtually. The College expectation is that full-time learners maintain attendance of at least 90%. To ensure concerns are identified early, attendance below 93% will act as the intervention threshold and will trigger timely support, challenge and monitoring in line with this Attendance Policy and the Behaviour Management Policy.

1.4 It is a legal requirement that all registers are completed for every lesson within the first 15 minutes of it starting.

College Responsibility

Plumpton College is committed to:

- Delivering a current, industry-led, engaging and exciting curriculum, recognising that this has the greatest impact on student attendance and motivation.
- Understanding our students before they arrive and ensuring they are placed on the most appropriate course for their individual starting point.
- Putting in place appropriate support strategies from the start of the academic year.
- Monitoring attendance throughout the year. Where a full-time learner's attendance falls below the 93% intervention threshold, a clear process will be followed to:
 - Identify the reasons behind this.
 - Implement an action or support plan as necessary.

Student Responsibility

Students are expected to take ownership of their attendance and punctuality. This includes:

- Attending all scheduled sessions on time.
- Communicating proactively with tutors or support staff if they are unable to attend.
- Understanding that attendance is a key factor in their academic success, progression onto higher levels of study and future employability.
- Engaging fully with support plans if attendance falls below expectations.

Parent Responsibility

The parents and guardians of our students can support and enable their young person's attendance at college in the following ways:

- By not booking holidays or activities at times and days when timetabled lessons are taking place.
- By communicating with the College promptly and in accordance with our reporting procedures regarding absence or any important changes in their young person's lives which may affect their attendance.
- By mirroring the College's expectations in preparing our students for the world of work and therefore supporting their young person to achieve their potential by encouraging them to attend all lessons on time and be fully equipped for these.
- By logging into ProPortal on a regular basis and monitoring their young person's attendance.

Authorised Absence

We recognise that in some instances, students may be unable to attend college due to a medical appointment, procedure or treatment related to a diagnosed medical condition that has previously been disclosed to the College. In these cases, if the College is informed in advance (and by a parent/guardian if the student is under 18), the absence will be authorised. Evidence of specific appointments is not required on each individual occasion, but details of the diagnosed condition should have been reported to the College via our medical form.

Other authorised reasons include the following (all other absences will be considered unauthorised, including general sickness).

- Job interviews
- Driving tests
- Family funerals
- Appointments relating to SEND or care leavers
- Appointments for college support services or external counselling
- Jury duty
- Suspension from college

If a student is not required to attend lessons, for whatever reason (including trips, examinations or college closure), it is the responsibility of the students' Cohort Lead to ensure this is recorded (N) and will be classified as a neutral mark on their record. It is the responsibility of the Cohort Lead to inform the Student Records team and other cross college teams in advance.

Working with Parents/Guardians

The College is committed to working in partnership with parents and guardians to:

- Ensure they are aware of the College's expectations regarding attendance.
- Provide access to live attendance records.
- Notify parents/guardians via automated text message when a student is absent from any timetabled session.
- Notify parents/guardians promptly where a full-time learner's attendance falls below the 93% intervention threshold and share any subsequent Back on Track Plan.

Celebrating Student Success and Attendance

We believe in recognising and celebrating excellent attendance. This includes:

- Monthly attendance awards by programme.
- Postcards home each half term for students with attendance above 93%.
- Cross-college, subject-area and Personal Development attendance incentive trips and study tours will recognise and reward students who meet the College attendance expectation of at least 90%, or who can evidence sustained improvement through their Back on Track Plan.

Staff Responsibility and Data Accuracy

All staff are responsible for:

- Ensuring accurate and timely completion of registers.
- Completing registers accurately on a session-by-session basis within the required timeframe so that SMS notifications can be issued promptly for every timetabled absence.
- Frequently accessing and acting upon real-time attendance data.
- Following a clear line of responsibility for responding to attendance concerns, as set out below.

Monitoring Attendance Trends

- The College actively monitors attendance: by student, by class and by teacher. If a specific teacher's overall student attendance rate falls below 93%, this will trigger a review meeting with that member of staff and their line manager to understand the reasons behind this and for appropriate action plans and support to be provided.

Attendance Management Procedure

2. The Start of Every Lesson

- 2.1 Teachers will arrive ahead of the scheduled teaching session and be prepared to start teaching at the scheduled time.
- 2.2 All lessons will start on time, without waiting for latecomers. The College timetable is structured to enable students to be able to move between lessons and arrive on time. Any specific mobility difficulties should be discussed with the college at the earliest opportunity to enable us to agree any reasonable adjustments if required. The student will continue to make every reasonable effort to be punctual to lessons. In these circumstances staff will ensure that lessons content is available via an agreed method.
- 2.3 The register will be marked on Pro Solution using the College designated marks within 15 minutes of every timetabled session commencing. Session-by-session register completion is required so that automated SMS notifications can be issued promptly for every unnotified absence. The Mobile attendance app should only be used when lessons are delivered offsite.
- 2.4 If a student is late (arrives at any point beyond the scheduled start time of that lesson) they will be marked on the register as late, using the 'L' mark.
- 2.5 Late comers are expected to quietly join the lesson and access the learning promptly (with minimal disruption to those who arrived on time). Students should explain the reason for their lateness at the end of the lesson. If the teaching member of staff is concerned about the reason behind the lateness the student will be referred to their Cohort Lead/Personal Tutor for further review.
- 2.6 If a student is absent from the lesson, teachers should not create Promonitor comments to report this.

3. Student Absence Reporting Procedure

- 3.1 If a student is unable to attend College for whatever reason they (if 18 or over) or their parent/guardian (if under 18) must report that absence before 8.30am via the following means:
 - ProPortal
 - Absence@plumpton.ac.uk
- 3.2 If a parent/guardian contacts the college via telephone to report an absence or leaves a message, it is the responsibility of the staff member taking the call to report that absence using the same email address.
- 3.3 If a member of academic staff receives notification of an absence from a student via teams or other means, it is also their responsibility to forward this to the same absence email.
- 3.4 It is the responsibility of the College's student records team to review the absence inbox each morning by 9.00 am and update the registers, accordingly, including determining whether absence is authorised or not.
- 3.5 Where absences have been reported via ProPortal, these will be imported directly into ProSolution and the student records team will review each case within 24 hours, determining whether the absence is authorised or not.

4. Monitoring and Managing Attendance

- 4.1 The Curriculum Heads and the Vice Principal for Curriculum and Quality (C+Q) hold overarching responsibility for ensuring attendance is effectively managed within their areas.
- 4.2 Staff must use the following official reports only, available via the College's Data Dashboard, to monitor student attendance: **College Attendance Headline and Recent Attendance Report (which reports on weekly attendance)**.
- 4.3 Where a full-time learner's attendance falls below the 93% intervention threshold, this must be identified by the Assistant Curriculum Manager during their weekly monitoring meeting with Cohort Leads. The College attendance expectation for full-time learners remains at least 90%.

4.4 Following this, it is the Cohort Lead's responsibility to conduct an FE Academic Tutorial – Initial Attendance Review Meeting with the student. During this meeting:

4.4.1 *The reasons for the student's absence must be explored and then recorded on ProMonitor.*

4.4.2 The Cohort Lead will determine the most appropriate pathway for the learner, making a clear distinction between learners whose attendance concern is primarily behavioural and those whose attendance is affected by identified barriers to learning.

- ***The 'Won't Attend' behaviour management pathway, or,***
- ***The 'Can't Attend' structured support pathway.***

Won't Attend – Behaviour Management Pathway

This route applies when:

- No valid reason is provided for the student's non-attendance,
- The student is attending college but missing lessons. Please also see section 5 below.
- The student has not engaged with nor met the targets of their Back on Track plan

In such cases, at the Initial Attendance Review Meeting, clear targets should be set to get the student back on track, and a review meeting (Performance Review – Informal cause for concern) set. At the review meeting if the actions have not been met the student will progress through the College's Behaviour Management Procedure, which outlines clear responsibilities assigned to the Cohort Lead, Assistant Curriculum Manager and Curriculum Head.

Any Performance Review linked to attendance must take place within one week of the concern being identified. Mitigating circumstances must be considered at every Performance Review meeting, alongside the learner's attendance pattern, engagement with agreed actions, and any evidence of barriers to learning. Outcomes, agreed actions and review dates must be recorded clearly on Pro-Monitor.

Refer to the Student Behaviour Intervention Policy for the full procedure.

Can't Attend – Personalised Support Pathway resulting in Back on Track Plans

If during an Attendance Tutorial Review Meeting, the student is identified as 'Can't Attend', the Cohort Lead must:

- Identify the specific barriers affecting attendance (these could be financial, transport related, personal or social circumstances, health and wellbeing challenges or relate to other identified needs)
- Make a referral to the appropriate member of our support services teams (Appendix 1).

Upon receipt of a referral from a Cohort Lead, the relevant team member will contact the student in question and arrange to meet them as quickly as possible, but not later than one week later.

In that meeting, the relevant team member will work with that student to create a Back on Track Plan (appendix 3) which includes the following:

- Area of need or barrier
- Clearly defined targets
- Practical actions or strategies to enable those targets to be met
- An agreed date for a scheduled follow-up meeting to review progress

The Back on Track Plan should be uploaded onto Promonitor and shared with the relevant Cohort Lead. It should then be sent by the Cohort Lead to the student's parents/guardians.

The Cohort Lead remains responsible for:

- Ongoing weekly monitoring of the student's attendance, and
- Implementing further support or behaviour management actions as needed, in collaboration with the Assistant Curriculum Manager, in line with college policy.
- Meeting with the student and the member of the relevant support team (if required) in a timely manner to review if the actions have been met and whether they have had a positive impact of the students' attendance

4.5 The Assistant Curriculum Manager is responsible for meeting weekly with Cohort Leads to review attendance data, confirm that intervention has been triggered where attendance falls below 93% and ensure the Cohort Lead and Attendance/Curriculum Manager roles are applied consistently across FE Provision.

Targeted CPD will be provided for Cohort Leads and Attendance/Curriculum Managers to strengthen consistent use of attendance data, accurate pathway decisions, timely intervention at the 93% threshold, and effective recording of actions on ProMonitor.

A review of ProMonitor processes and reporting will be undertaken as an enabling action to ensure attendance interventions, Back on Track Plans, Performance Review meetings and outcomes are recorded consistently and can be monitored effectively.

5. Reporting

5.1 The Assistant Curriculum Manager, must attend a monthly meeting with their Curriculum Head (Manager or Director) and the Vice Principal for Curriculum and Quality. During this meeting, the Assistant Curriculum Manager will present a report detailing:

- *Full-time learners whose attendance has fallen below the 93% intervention threshold, including those whose attendance is below the 90% College expectation.*
- *Actions taken in response to these cases, be that through either the Behaviour Management Policy or the Personalised Support Pathway/Back on Track Plans*
- *Cumulative attendance data by programme and cohort*
 - *Attendance data broken down by identified barrier group, including financial, transport, residency, wellbeing, SEND, care-experienced and other recorded barriers to learning, to support targeted intervention and monitoring of impact – this may be presented in the form of the curriculum areas Inclusion Action Plan.*
 - *The proportion of students meeting the College attendance expectation of at least 90%, alongside early intervention monitoring for all full-time learners below 93%.*
- *The overall student attendance rate by staff member*

The Vice Principal reserves the right to extend an invitation to these meetings to the relevant support teams who have been working with students on their Back on Track strategies and action plans

5.2 These meetings will take place on the 1st week of each month, beginning in October. The Vice Principal will present a summary attendance report to the Senior Management Team (SMT) each month.

6. Truancy

6.1 As part of the College's robust systems to prevent truancy, we have clear and specific procedures in place to ensure students are attending all scheduled lessons while on site.

6.2 Under the College's Duty Manager (DM) system, DMs are expected to actively challenge students who are not in lessons during timetabled hours. If they suspect the student might be truanting, they should put a comment on ProMonitor.

6.3 To further support attendance in English, maths, and Personal Development lessons, the English and Maths Hub will be used to support learners catch up on missed work and act as a deterrent from missing lessons. A vocational register alert will be introduced following any unnotified English or Maths absence. An automated alert will be sent to Cohort Leads and Programme Managers/Assistant Curriculum Managers immediately following the relevant missed English or Maths session. Where possible, if a student subsequently arrives for their vocational lesson, it is the responsibility of the Cohort Lead or Assistant Curriculum Manager to redirect the student back to the English and Maths Hub to catch up on missed work before they attend their vocational lesson.

6.4 Any instance of truancy - where a student is on site but fails to attend a scheduled lesson - will also initiate an Attendance Review Meeting to address the issue and support re-engagement (see Section 4).

7. Attendance Incentives and Rewards

7.1 To promote and reward excellent attendance, the College implements the following initiatives:

7.2 Monthly Attendance Awards

7.2.1 Each month, a winning cohort or programme per provision type is selected based on attendance data, as agreed by the Quality Manager and Vice Principal (curriculum and Quality). The winning group receives a voucher - typically for a hot drink in the dining room - distributed by the relevant Cohort Lead.

7.3 Half-Termly Postcards Home

7.3.1 At the end of each half term, students with attendance of 93% or above will receive a postcard home, coordinated by the Quality Manager with support centrally by the Student Records and Curriculum Administration teams.

7.4 End-of-Term Industry Visits

7.4.1 Curriculum teams and Personal Development leads will organise attendance incentive trips, study tours and enrichment opportunities for students who meet the College attendance expectation of at least 90%, or who can evidence sustained improvement through their Back on Track Plan.

8. Residential Students

8.1 The procedures outlined in the general attendance **policy apply equally to residential students and remain the responsibility of curriculum teams** – namely Cohort Leads, Assistant Curriculum Managers and Curriculum Heads as already set out.

8.2 Attendance Review and Behaviour Meetings

8.2.1 For residential students, any attendance review or behaviour intervention meetings related to attendance and the application of this policy as set out in section 4, must be conducted by the CL or ACM, in collaboration with a member of the Student Services Team. The Head of Student Services will nominate the most appropriate team member to do so.

8.3 Residential Attendance Threshold and Right to Remain

8.3.1 If a residential student's attendance falls below 85%, a formal review of their right to remain in college accommodation will be initiated. This meeting will be led by the Assistant Curriculum Manager, and the Head of Student Services. Clear attendance targets and actions will be set. Failure to meet these targets may result in the student being asked to leave college residence.

8.3.2 This is in addition to any previous action taken by the Cohort Lead and Student Services team in accordance with section 4.

8.4. Access to Residential Activities

8.4.1 To encourage consistent attendance, at least one residential activity per week will be restricted to students who meet the College attendance expectation of at least 90%, or who can evidence sustained improvement through their Back on Track Plan.

Appendix

(1)“The Can’t” Pathway contacts

As part of the cant pathway Cohort leads should use the following contact details to make a referral as appropriate:

Barrier	Contact
Financial	bursary@plumpton.ac.uk
Transport	buses@plumpton.ac.uk
Residency	accomodation@plumpton.ac.uk
Pastoral Support Mentors (PSM)	PSM@plumpton.ac.uk Applicable to students that may require more regular pastoral check ins and who are facing non-academic barriers to attendance.
Wellbeing (For serious complex cases that can't be dealt with by a Cohort Lead alone)	studentwellbeing@plumpton.ac.uk If students at immediate safeguarding risk – please log on Promonitor and the safeguarding team will pick this up.

A named individual within one of the teams will set up a meeting with the individual student and create a personalised support pathway resulting in a back on track plan in consultation with the Cohort Lead.

PROFESSIONAL WORKPLACE EXPECTATIONS

Preparing you for your future career

RESPECT

- Demonstrate kindness
- Use respectful language
- Support and include others
- Value differences in people and opinions
- Take care of your environment and equipment

READINESS

- Wear your lanyard and ID at all times
- Arrive on time and ready to learn
 - Bring the correct equipment and PPE
 - Stay focused in lessons (phones away, water only)

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PLUMPTON
COLLEGE

INDEPENDENCE

- Attend all lessons
- Always do your best
- Be open to new ideas and learning opportunities
- Represent the College positively, on and off campus

ACCOUNTABILITY

- Know your targets
 - Meet your deadlines
- Make safe, responsible choices
- Take ownership of your actions
- Ask for help when you need it



PROGRESSIVE



ENTERPRISING



PASSIONATE



SUPPORTIVE



AMBITIOUS



PROFESSIONAL

(3) Back On Track Plan

BACK ON TRACK PLAN

Date: 11/09/25

Reason for absence	Barriers identified	Agreed staff actions/strategies	Agreed Student actions	Review date	Progress made/outcome
<i>Financial/transport</i>	<i>Cost of bus is too high</i>	<i>-Refer to D. Peel/ bursary -Contact student hardship fund</i>	<i>-Submit bursary paperwork -use free pass provided</i>	<i>19/09/25</i>	<i>Bursary application successful -current attendance 100%</i>

Please upload this document on ProMonitor once completed