

Newcastle Sixth Form College
Student Attendance and Punctuality Procedure



Date approved: July 2025
Approved by: SLT
Review date: July 2026
Responsible Manager: Assistant Principal: Students

Introduction

We expect students to attend all classes punctually according to your signed Learning Agreement and course timetable. This gives you the best opportunity to be successful in your studies as we know that good attendance is linked to good attainment.

2 weeks absence is shown to result in a drop of one whole grade at A-level. Remember, your attendance is always required on references for universities and employers.

Definitions of attendance:

- Good - 100%
- Acceptable - 99-95%
- Below Expectation - Less than 95%

This procedure fully complies with the NCG Attendance Management Policy 25/26.

Action required in the event of absence

If you need to miss a lesson, you or your parent/guardian should:

- Inform the College Services Team in advance of any unavoidable **planned** absence.
- Telephone the College Services Team on 0191 272 1001 between 8:30am and 9.00am to explain your **unplanned** absence. You will be asked for your personal details and for how long you expect to be absent.

Rewarding good attendance

Most students at Newcastle Sixth Form College have excellent attendance. The greatest reward for this is academic success. Students with good attendance will also be recognised through verbal and written feedback.

Reported absence

We expect that you maintain 100% attendance and punctuality through the year. Newcastle Sixth Form College cannot authorise holiday in term time. Students taking holiday in term time put their achievement at risk.

It is accepted that there are occasions when it is not possible for a student to attend for reasons out of their control. As such, the list below constitutes typical, but not exhaustive, reasons when an absence should be reported. If the college is informed in advance, these will be marked using 'R' (reported absence) and will be a negative mark.

The following list gives some examples of situations where an absence should be reported

- Sickness
- Hospital or GP appointments with a consultant or similar
- Diagnosed medical conditions that require ongoing/regular hospital treatment
- Family bereavements
- Court attendance for jury service
- Job interview
- Driving test
- Mandated appointment with Department for Work and Pensions, Job Centre Plus, Home Office
- Appointments related to the support of care experiences students such as PEP meetings and reviews and other key external meetings

The following progression related activity will be recorded as Neutral (N) if the college is notified in advance with evidence:

- Non-taught enrichment – for example, participating in a significant extra-curricular activity, such as drama or sport
- University open days, university, or career related interviews
- Work Experience/Placements

You will be requested to record this activity on Unifrog with support from your Personal Development Coach.

Request for Absence

If you know in advance that you will be absent you should complete a 'Student Request for Absence' form. These are available from the Main Office or the Personal Development Coaches and require the signatures of all teachers. It should then be returned to your Personal Development Coach to process and update eTrackr.

It is your responsibility to ensure you work with your subject teachers to catch up on any work or assessments missed.

Punctuality

You should be in class ready to start the lesson at the timetabled start time. Any arrival after the published start time will be recorded as Late. Your teacher will work with you to integrate you into the lesson and give you advice on how to begin the work. You will be spoken to quietly and calmly to establish the reason for lateness. In any week where you are late you will need to complete compulsory catch-up for the missed learning time to ensure you do not fall behind. This may be at break, lunchtime, in an independent study period, or after college.

Unauthorised absence

If you are absent without authorisation your absence will be noted by the member of staff who takes your class, and the following actions will be taken:

- You will be spoken to by your Personal Development Coach or teacher to identify the causes of your attendance issues and how we can support you to resolve them.
- We will contact your parent/guardian
- We will identify if you have any problems or difficulties, and we may arrange for you to have support from your Personal Development Coach/teachers/Target Team.
- We will listen to any problems that you may wish to raise and will try and give you the support and guidance needed to be successful.

If your attendance and/or punctuality is not of an acceptable standard and there are no special circumstances, then we will begin the attendance disciplinary procedure.

Attendance disciplinary procedure (please see flow chart in Annexe 1)

If your subject or overall attendance and punctuality give us cause for concern and are not improving, then you will enter the staged disciplinary process.

(STAGE 1):

This is a formal warning issued by your Personal Development Coach, this will take place during a meeting or phone call with you and your next of kin. After this meeting the following actions will be taken as a minimum, and your attendance reviewed.

- Your attendance and any support you may need will be discussed
- Your attendance will be checked each morning and afternoon by your Personal Development Coach
- You will be required to attend Directed Study and/or Subject Intervention to catch up on any work missed

If your attendance does not improve then you will be escalated to Stage 2.

(STAGE 2):

This is a formal written warning issued by a Lead Personal Development Coach. The following additional action will be taken as a minimum:

- You will be contacted by your Personal Development Coach to discuss your attendance and any support you may need
- Your attendance will be monitored each morning and afternoon by the Lead Personal Development Coaches
- A meeting will be held with you, your next of kin and a lead Personal Development Coach
- You will be required to attend Directed Study and/or Subject Intervention

If your attendance does not improve then you will be escalated to a Stage 3

(STAGE 3):

You will be required to attend a meeting with your parents/guardians and a member of SLT.

This meeting will be to issue you with a Final Written Warning regarding your attendance. The following additional actions will be taken as a minimum:

- You will receive additional support from your Personal Development Coach/Lead PDC or member of SLT
- Your attendance to each lesson will be monitored and individual absences followed up by the Lead Personal Development Coaches
- You will be required to attend Directed Study and/or subject intervention

Additional support and monitoring may be paused if you maintain improved attendance.

Weekly review

Once on the staged process your attendance and progress against agreed targets will be monitored weekly. Improvement against these targets may see the level of intervention and support decreased. If improvements are not made, then you will be notified of escalation to the next stage of the process. It is important to note that continued failure to improve attendance may result in the permanent removal of your place at Newcastle Sixth Form College.

Non-attendance

Students who are absent for longer than 4 weeks will be withdrawn from their programme of study immediately unless there are clear mitigating circumstances and a clear plan for return to learning.

Fitness to study

Newcastle Sixth Form College is an educational institution for full time students. We are committed to providing support to all students to cater for each student's individual needs and promote inclusivity and equality of opportunity. We work to make reasonable adjustments for any student, including with the Attendance and Punctuality Procedure, and in doing so we fully comply with the Equality Act 2010.

It is important, however, to be clear about what is reasonable in an educational setting and the limits to the individual support that can be provided within a sixth form college. There will be times when a student's physical or mental health are so affected that they are no longer able, despite reasonable support and adjustment, within the College and externally, to maintain reasonable academic progress:

1. We are not a distance-learning College and, while it is reasonable for subject teachers and support staff to be flexible on a temporary basis, prolonged periods of absence cannot be sustainable.
2. There may be times when the nature of a student's ill health can require support beyond the expertise or capacity that we can reasonably offer.
3. Occasionally a student's ill health may present a health and safety risk to either themselves or those around them that is unmanageable in a mainstream educational setting.

There are therefore occasions where, for one or more of the reasons above, it will be our judgement that, in the best interests of a student, continuing at College is no longer the best option.

The 'Fitness to study' Appendix outlines the process to be followed where there are 'Fitness to Study' concerns.

Appendix 1: Responsibilities for promoting good attendance

Students

- Attend all timetabled sessions
- Be responsible for your attendance and punctuality
- Communicate with college to explain absences
- Provide up to date contact information to allow communication with yourself and your parent/carer

Parents

- Support students to have 100% attendance at college including checking eTrackr
- Check reasons for absence are valid
- Support students to arrange commitments, such as medical appointments, outside of college hours wherever possible
- Seek agreement in advance for planned absence
- Provide up to date contact information for the college to use.

Class teachers/Personal Development Coaches

- Arrive to all lessons 5 minutes before scheduled start and begin lesson at scheduled time
- Log in and complete registers at the start of each lesson (first 20 minutes)
- Follow the 'absence and attendance' guidance

Heads of Department

- Ensure that attendance is a key agenda item in all meetings, briefings and 1:1s
- Ensure that registers are completed by each member of the team.
- Ensure registers are taken where staff are absent, and lessons are delivered
- Follow the 'absence and attendance' guidance
- Ensure their team follow the guidance
- Check eTrackr weekly to ensure subject attendance follow up is taking place

SLT

- Monitor to ensure that processes are being followed consistently and fairly
- Follow the 'absence and attendance' guidance
- Ensure link departments follow the guidance, checking data regularly
- Ensure that attendance is a key agenda item in all meetings, briefings and 1:1s including reviewing students on disciplinary procedure
- Follow up concerns over missed registers

College Services Team

- Contact unauthorised absent students each day and record on eTrackr
- Take absence calls and record absence on unit-e

- Monitor and inform staff of missed register
- Ensure students on trips/visits/independent study are recorded accurately
- Produce monitoring reports for HODs and SLT

Personal Development Coaches

- Follow the 'absence and attendance' guidance
- Ensure that registers are completed in each personal development class
- Check that reasons for student absences are valid.
- Inform parents/guardians of attendance concerns (when cumulative attendance falls below 94%).
- Inform parents/guardians of attendance concerns and issue attendance warning, disciplinary action, and consideration of a student's fitness to study
- Inform parents/guardians of attendance concerns where attendance is believed to impact progress.
- Complete agreed daily, weekly, and cumulative attendance figure monitoring.
- Refer students to support needed where appropriate or necessary.

Appendix 2: Attendance Codes

The following are the acceptable register marks: /	Present
P	<p>Present (positive attendance) in the college for face-to-face delivery or synchronous (live streamed), real time remote or distance delivery where the learning is visibly present in the session at the time.</p> <p>This mark extends to planned and supervised study sessions and accompanied educational visits.</p>
R	<p>Reported absence, used for those typical activities listed in section 6.</p> <p>Also used for disciplinary action/ suspended (negative attendance)</p> <p>The 'absence reason' dropdown must be selected on staff advantage against the 'R' mark for monitoring and reporting purposes.</p>
U	Unreported absence , no contact made (negative attendance).
I	<p>Independent Study, used for all non-taught and supervised lessons, but where the sessions are planned and organised by the course team. This category is primarily used for planned and organised independent study activity sessions, that form part of the study programme. It is an asynchronous mark, whereby the tutor setting the work verifies that the study has been completed (usually through evidence of learning) and updates the register within 7 calendar days. It is a positive mark, but it is not a mark that is used to confirm the physical presence / time / place of the learner, as would be the case with the P mark. For this reason, the mark should not be used in other timetables lessons as a substitute for taught teaching.</p> <p>Use of this mark is permitted, with the express permission of the college principal, or designated member(s) of the leadership team, for very occasional circumstances where a teacher is not able to teach the class, and no cover is available, but the learners are able to complete set work.</p>
L	Arrived late but attended the majority of session (positive attendance). For the purposes of this policy lateness will be recorded 10 minutes after the start of the session (to clearly and action general tardiness, or genuine barriers to learning).
E	Attended for the majority of session but left early (positive attendance).
N	Not required to attend . This is a neutral mark where the learner is not required to attend due to unforeseen college-based reasons – for example industrial action, or a local

	<p>transport issue. It will also be used for unexpected college closures.</p> <p>The N mark will also be used for:</p> <p>Planned and organised College trips and visits</p> <p>Planned and organised enrichment e.g. participating in skills or sporting competition, University Open Days</p> <p>Planned and organised work placement</p> <p>Planned and organised volunteering</p> <p>The mark is neutral and impacts on the planned guided learning hours, hence it should be used infrequently and on authorisation from senior leadership, or LDS leads. It is for admin use only.</p>
T	This is a system generated mark. T ransferred to another college programme (neutral attendance).
W	This is a system generated mark. W ithdrawn (neutral attendance).

Appendix 3: Marking of registers

All registers must be marked within the first 20 minutes of a session beginning. If this is not possible, e.g. computer failure, a paper register must be taken and uploaded to the system within the same day. Missing register reports will be run each day and circulated in the afternoon.

Issues with marking of registers and accuracy of reported absences

Where staff persistently fail to mark registers promptly, an initial discussion is required to determine:

- Whether the staff member requires further training (developmental)
- Whether the non-completion is due to technical issues (requires urgent investigation and resolution)
- Whether the issue is due to occasional carelessness (censure), persistent carelessness (competency) or malevolence (disciplinary)

Appendix 4: Fitness to Study

Joining the college

Students are encouraged to disclose any physical or mental health need as part of their application and at enrolment. This disclosure will in no way prejudice any decision about the application – on the contrary, it is used to establish how best we can respond to the individual need and what reasonable adjustments can be made.

In cases where a complex or significant physical or mental health condition is disclosed, a referral to the Target Team will be made. A learning support meeting will be held, and it may be appropriate that further information is sought from health professionals supporting a student to be able to formulate a support plan. The meeting will discuss and agree details of the support plan, the appropriate programme to be studied and any reasonable adjustments that we will commit to making.

In these cases, the support plan will require formal medical paperwork to be provided and students will usually be allocated, in addition, the oversight of a member of the Target Team. The support plan will be reviewed throughout the year and consent will be sought to share with subject teachers and Personal Development Coach the key relevant information so that they can best make adjustments. Without this consent, we are unable to commit to providing reasonable adjustments in all aspects of College activities.

Studying at the College

If a student does not disclose a pre-existing physical or mental health condition on

application, then it is unlikely that they will receive support or reasonable adjustment until the condition becomes clear to a member of staff.

Early disclosure of issues is therefore vital to allow us to assess how best to accommodate students and also to avoid exacerbating the issue through a lack of knowledge on the part of their subject teachers and Personal Development Coach. We will always seek to provide appropriate support to any student with ill health, whether the condition was pre-existing or commences during study at Newcastle Sixth Form College.

Students are made aware of the extensive range of student services at Newcastle Sixth Form College both at induction and as part of the ongoing Personal Development Programme. All staff at the College have a duty of care to students and can be approached with any concern, however small.

The main staff who would be consulted by students are:

Personal Development Coach	Subject Teachers	Target Team	Link Member of SLT	Safeguarding Team
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The member of staff consulted will seek consent from the student to share with subject teachers and the Personal Development Coach the key relevant information so that they can best make adjustments. In exceptional circumstances confidentiality may need to be broken without the student's consent. In these circumstances the student will always be informed.

If the nature of the medical condition requires support or reasonable adjustment needs to be made to a student's studies, then a referral to the Target Team will be made to assess the student. This may lead to a support plan being agreed and other staff in the College, becoming involved in providing support. Consent will always be sought from the student to involve parents and carers in these decisions, however in certain extreme cases confidentiality will need to be respected if the student requests it. The support plan may also involve referral to outside agencies, such as CAMHS or the student's GP.

This is particularly true where the health condition causes significant concern, since the expertise and capacity of the College in providing medical support is finite and the responsibility for medical support lies with the external services.

In crisis situations, where there are immediate and grave concerns for a student's health or well-being, staff will judge how best to provide first aid and whether emergency services should be called. We will always endeavour, in these situations, to contact parents and carers as soon as possible.

Limits to support

Whether medical conditions are raised before a student joins the College or whilst at the

College, there need to be reasonable limits set to the support that can be offered. These include both the flexibility the College should show around academic progress (attendance and meeting assessment expectations) and the support (type, location and frequency) that is needed for a student to remain at College. Clearly it is difficult to set non-negotiable limits for academic progression and support and there needs to be judicious professional judgement in each case.

Furthermore, physical, and mental health conditions may be temporary or permanent, short, or long-term, stable, or prone to remission. As a guide therefore, the following minimum expectations should be set:

Academic progress

Each case needs to be considered on its merits, but it is clear that a minimum level of attendance needs to be maintained that will allow a student to realistically achieve.

Academic success depends on engagement in classroom activity, so excessively long periods of complete absence or very poor attendance will make a student's studies untenable.

With regards to coursework and homework, if students fall significantly behind with their deadlines, despite extensions being offered, then there comes a point at which catching up is not viable.

The specific expectations regarding attendance and assessment will be set in each case depending on the circumstances.

It is reasonable for teaching staff, on a short-term temporary basis, to liaise with students via email and Microsoft Teams. This cannot continue long-term. We are not a distance-learning college and do not have the resources, expertise, or remit to be one.

In terms of pastoral support, Personal Development Coaches, Subject Teachers, Target Team, College Counsellor, Careers Leader, Safeguarding Team can all provide appropriate support within certain parameters. We will, where appropriate, refer to external services and maintain liaison with them.

We cannot provide, however, complex medical or psychiatric support. This would be usually sought externally through the GP or other services. Finally, pastoral support is finite and needs to be available for other students as well. In all cases the support we offer must be on site and available to all students.

Fitness to Study

Our default position, as a College, is that we want all students to complete their studies successfully and achieve their potential. There are occasions, however, when physical or mental health issues are so complex or so significant that this is not possible. Clearly each

student needs to be considered on a case-by-case basis and the College needs to ensure it is fully aware of all the medical evidence and the wishes of the student and the parents or carers.

Ideally, a clear consensus would always emerge about the best way forwards, but this will not always be the case. There will be occasions where the College believes that it has exhausted the support options available, it has made reasonable adjustments in all aspects of College life, but the student is unable to maintain their fitness to study. These situations impact negatively both on the student, since their welfare is at risk, and on the College since there is an excessive demand on resources.

For the student, who has struggled to maintain their academic progress against the odds and for whom trying to keep the structure of College life going has been so far a positive factor in their rehabilitation, there comes a tipping point at which trying to catch up after a lengthy absence with deadlines significantly overdue is actually more stressful and therefore more of a negative impact on their health than withdrawing from studies.

Initially a Fitness to study stage 1 letter is sent home outlining concerns and inviting student and parents to a case conference with the Personal Development Coach, Head of Personal Development and Target Team (if appropriate).

The situation is then reviewed two-four weeks later. At this point a Fitness to study stage 2 case conference reviews the situation and provides guidance to the Assistant Principal, who will decide on the feasibility of the students continued place at college. The student will then be notified of the decision.

The time required to work with individual students to catch up on missed work, liaising remotely via email and the Study Directory for absent students and arranging meetings and support for students is a finite resource and cannot unreasonably impact on the learning of other students at the College. If the College reaches a decision, after consultation with the student, parents / guardians, and medical professionals, that a student should withdraw then this will be actioned. In these situations, we would always assure students and their parents or carers that the best interests of the individual student and their welfare are at the centre of decisions.

Where agreement is not reached, students and parents have recourse to the College appeals process.

NB. It is crucial to recognise that, on occasions, the College is advised, by medical specialists, that it is unsafe for students to attend. This advice will always supersede College procedure and the student will not be able to attend until we are notified of their fitness to do so by the relevant authority.

Restarting at College

Students at Newcastle Sixth Form College with Fitness to Study issues sometimes request to restart at the College. In most cases, the College strongly advises against restarts as historically attendance, retention and progression of restarting students has been poor, and restarting was therefore not in their best interest.

Newcastle Sixth Form College will consider a request to restart where:

- a student has not restarted before at the college or elsewhere
- they meet the typical entry requirements
- they withdrew from college of their own accord
- there is robust medical support outside of College and there is time before the restart to respond to this support (typically 6 months)
- there is evidence of their fitness to study e.g. through voluntary or paid work
- the student is willing to undertake additional supervised study within the college day

The decision to restart will be made by the Vice Principal in consultation with Target and relevant staff in the best interests of the young person. Where there is insufficient evidence, the restart will not be successful then it will be refused with the decision confirmed in writing. Decisions can be appealed by writing to the Principal within 7 days and giving the grounds for the appeal.

Where the College offers the opportunity of a restart, the onus is on the student and their parents or carers to ensure they are recovered enough for the restart to work. Any restart will be conditional on maintaining reasonable expectations of attendance and progress as relapses would not be in the interests of students. Restarters will be monitored by their Personal Development Coach and Target and will begin on Stage 1 of the Fitness to Study Procedure.

Appendix 5- Attendance Letter templates

Stage 1

xx/xx/xx

Dear ,

Thank you for attending the Stage 1 meeting today with (insert)

In this meeting we discussed that <name> attendance is currently (x) and as such below the expectation that we require at Newcastle Sixth Form College. In the meeting you disclosed the following reasons for your current attendance:

-

As a result of this the following actions were agreed to help support with removing these barriers to attendance:

-

As such you agreed to:

-

There will be a review of the agreed outcomes of this meeting on <date>. You should be aware that failure to engage with the support on offer will likely result in an escalation of the staged attendance procedure, and potentially the removal of your place at Newcastle Sixth Form College.

Our attendance policy can be found through the following link

Your attendance, punctuality, and overall welfare are our priority here at NSFC. If you have any questions or queries at all, please contact your personal development coach in the first instance.

Yours sincerely

Stage 2

xx/xx/xx

Dear ,

Thank you for attending the Stage 2 meeting today with (insert)

In this meeting we discussed that <name> attendance is currently (x) and as such below the expectation that we require at Newcastle Sixth Form College. In the meeting you disclosed the following reasons for your current attendance:

-

The actions below were agreed in your Stage 1 meeting, however your attendance has not improved as a result of these agreed actions.

As a result of this the following actions have now agreed to further help support with removing these barriers to attendance:

-

As such you agreed to:

-

This letter is a formal warning that you are now on Stage 2 of the attendance disciplinary process. You should be aware that failure to engage with the support on offer will likely result in an escalation of the staged attendance procedure, and potentially the removal of your place at Newcastle Sixth Form College

There will be a review of the agreed outcomes of this meeting on <date>.

Our attendance policy can be found through the following link

Your attendance, punctuality, and overall welfare are our priority here at NSFC. If you have any questions or queries at all, please contact your personal development coach in the first instance.

Yours sincerely

Stage 3

xx/xx/xx

Dear ,

Thank you for attending the Stage 3 meeting today with (insert)

In this meeting we discussed that <name> attendance is currently (x) and as such below the expectation that we require at Newcastle Sixth Form College. In the meeting you disclosed the following reasons for your current attendance:

-

The actions below were agreed in your Stage 2 meeting

-

However, your attendance has not improved in the two weeks this since this meeting and as a result, this letter is formally issuing you with a final written warning regarding your attendance and place at Newcastle Sixth Form College. Failure to significantly improve your attendance in the next two weeks will likely result in the permanent removal of your place at Newcastle Sixth Form College.

Following the Stage 3 meeting, the following actions and support will be put in place, and you must engage with the support on offer

-

There will be a review of the agreed outcomes of this meeting on <date>.

Our attendance policy can be found through the following link

Your attendance, punctuality, and overall welfare are our priority here at NSFC. If you have any questions or queries at all, please contact your personal development coach in the first instance.

Yours sincerely

Appendix 6- Attendance disciplinary flowchart

2025/2026 ATTENDANCE DISCIPLINARY

COACH CHECKS DAILY AND REMAINS FIRST POINT OF CONTACT THROUGHOUT

