

ATTENDANCE POLICY

CATEGORY	Education
POLICY OWNER	VP Student Life
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1. Policy Purpose

The purpose of this document is to set out UWC Atlantic's (the College) policy on attendance and punctuality in the curriculum, including the academic and co-curricular areas. It outlines procedures for monitoring student absence and the consequences for those who do not meet expected requirements.

2. Policy Statement

This policy has been created in reference to the Education (Pupil Registration) (Wales) Regulations 2010.

Education at the College is more than success in the formal academic parts of the curriculum. The college is a United World College, with a robust co-curricular programme of experiential learning. Both parts of the curriculum are monitored and students are required to show the same commitment to both. It is a fundamental premise of the UWC movement that learning does not occur in isolation, but as part of an interconnected web of influence and cross-fertilisation between a formal academic programme and a varied range of learning opportunities outside the classroom. Each student is expected to play a full part in all areas, without which their understanding of what it means to be a UWC Atlantic student would be compromised. UWC education is demonstrated as much in the compassion of young people as in a capacity for intellectual growth. Without action and engagement UWC values are an ideal without foundation.

A strong attendance record supports academic success. It also supports the work of the college in the community, whilst ensuring that the college remains a vibrant place of learning, dedicated to the mission and ethos of the UWC movement, something it is incumbent on each individual to uphold.

Students who are sponsored to study at UWC Atlantic, whose overall attendance falls below 85% are at risk of having their visa sponsorship withdrawn. This condition also applies to students who accumulate 10+ consecutive unauthorised absences. These rules are in line with UKVI regulations. Should student sponsorship be withdrawn, the student's visa would cease to be valid.

3. Policy Implementation

3.1 Understandings

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Full attendance is expected at all academic sessions, including lessons, field trips and any aspects indicated by subject teachers as crucial to the academic programme. These may include, but not exclusively: written and oral examinations (whether trial exams or final); tests; field trips and cultural visits.

Full attendance is expected at all designated co-curricular sessions, including but not exclusively: core service and activity sessions; Project Weeks; conferences; camps and relevant student initiatives.

Full attendance is expected at tutorials; assemblies; town halls; Life Skills sessions; safeguarding training sessions and other opportunities organised by the College's Learning Support or Wellbeing Teams.

Attendance and punctuality are registered in iSAMS (the College's database system for students) in most areas of the curriculum, particularly in each one of the academic classes, core service and creative and physical activity sessions. A 'session' is one academic class or one service slot or activity. Live registration details are available to immediate stakeholders, including students and parents on the iSAMS Student and Parent Portals. They are also available for staff on iSAMS. Registration data is analysed on a weekly basis by the Database Manager, who makes the data analysis available to tutors, the Heads of Year, and other relevant staff each Monday. Attendance data is also included for each subject and core co-curricular session in the termly reports. The attendance total percentage is included for each of the two years on university transcripts. The College reserves the right to make more detailed attendance data available to universities. Unauthorised attendance is also taken into consideration when students wish to run for positions of responsibility within student houses or councils; go on school trips outside the curriculum; or participate in co-curricular experiences outside the core.

3.2 Roles and responsibilities

Students

Responsibilities include:

- Regularly attending all classes and core co-curricular sessions
- Attending Project Weeks, Life Skills sessions, conferences, camps, field trips, assemblies, tutorials, exams and other activities that are part of the broader curriculum
- Reporting to the Wellbeing Centre when they are ill

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- Asking for support from teachers, tutors, house mentor, Learning Support Team members if and when needed
- Regularly checking their own attendance record on the iSAMS Student Portal and bringing any mistakes to the attention of relevant staff and their own tutor
- Attending meetings with relevant staff to discuss attendance matters
- Following agreed action points from these meetings that are recorded in iSAMS
- Catching up on work that is missed due to absence within 7 days of returning to registered activities

Teachers and co-curricular supervisors

Responsibilities include:

- Registering attendance and lateness in iSAMS and maintaining the accuracy of attendance data entry; teachers register attendance in the first 10 minutes of each lesson; co-curricular supervisors register core co-curricular sessions either during or immediately following the session
- Ensuring full student participation in sessions
- Making reasonable enquiries to ascertain the reason when a student is absent and following the Missing Student Policy
- Regularly recording all actions taken
- Supporting the student as per agreed action points provided by the tutor, Head of Years, Vice Principal - Student Life and the wider Learning Support Team
- Taking attendance into account when completing student reports
- Providing students with relevant information to enable them to catch up on work that is missed due to absence

House Mentors

Responsibilities include:

- Registering attendance in the student houses at check-in
- Following the Missing Student Policy in case a student is not present at check-in
- Drawing any student to the attention of the tutor if there are worries regarding engagement in house activities
- Regularly recording all actions taken

Tutors

Responsibilities include:

- Registering attendance in weekly tutorials
- Registering attendance in the student houses when on check-in duty
- Following the Missing Student Policy in case a student is not present at check-in if on check-in duty
- Monitoring the attendance of tutees and offering support for those who need it in order to improve, including help with time management and organisation
- Signposting attendance matters as early as possible to relevant staff, including the Learning Support Team
- Regularly recording all actions taken
- Checking the weekly attendance data analysis and discussing issues with each tutee, if relevant, either in the designated Monday tutorial slot or in an individually arranged meeting
- Meeting with any tutee and contacting parents for any tutee who has 10 unauthorised absences as soon as the number reaches that level (The tutor may also contact parents at any time if they are concerned about attendance issues impacting on a student's learning)
- Accompanying tutees for meeting with Heads of Year, Vice Principal - Student Life or Principal as per procedures
- Supporting tutees to improve their attendance, as per action points agreed with relevant staff
- Regularly liaising with relevant teachers, co-curricular supervisors, house mentors and other staff regarding individual tutees' attendance
- Being the first point of contact for parents or guardians and staff in all attendance matters
- Processing Leave of Absence Forms in a timely manner and as described in the 'Overview' above

Head of Year

Responsibilities include:

- Monitoring the attendance of students in the relevant year group
- Providing support for tutors if and when needed in any matters related to attendance
- Regularly recording all actions taken in the *Reward and Conduct notes* of iSAMS

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- Meeting students who have more than 20 unauthorised absences in the presence of their tutor as soon as possible after that number of absences is reached and following up with a Letter of Concern to parents or guardians and National Committees
- Updating the Disciplinary Records regarding attendance related actions
- Processing Leave of Absence Forms in a timely manner and as described in the 'Overview' in Appendix 1.
- Working closely with the College's Database Manager analysing attendance data and the Education Administration team processing the Leave of Absence Forms
- Providing training for tutors on procedures regarding monitoring and tracking attendance and processing forms
- Providing an induction and more detailed training on attendance matters for new tutors and acting as mentors for them in their first year
- Stepping in to replace tutors, in case of their absence, when tutees need to be accompanied to meetings with the VP - Student Life, the VP Academics and the Principal

Vice Principal - Student Life

Responsibilities include:

- Monitoring the attendance of students in general
- Providing support for tutors if and when needed in any matters related to attendance
- Regularly recording all actions taken
- Meeting students who have more than 30 unauthorised absences in the presence of their tutor as soon as possible after that number of absences is reached and following up with a Letter of Concern to parents or guardians and National Committees
- Meeting with students sponsored under the UKVI student visa arrangements who are at risk of falling below 85% overall attendance or of having 10 consecutive unauthorised absences
- Notifying the UKVI Authorising Officer of any potential and actual breaches of the attendance requirements
- Updating the disciplinary records regarding attendance related actions
- Processing Leave of Absence Forms in a timely manner and as described in the 'Overview' in Appendix 1
- Working closely with the College's Database Manager analysing attendance data and the Education Administration team processing the Leave of Absence Forms

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- Stepping in to replace tutors in case of their absence when tutees need to be accompanied to meetings with the Heads of Year and the Principal
- Regularly liaising with the Wellbeing Centre regarding students absent due to illness and health related matters
- Providing reports on attendance to the Leadership Team and Board of Governors, identifying any issues and trends
- Making recommendations to the Principal regarding the enrolment status of students, including those subject to UKVI sponsorship, where student attendance falls below the accepted level (85% / 10+ consecutive unauthorised absences)

Principal

Responsibilities include:

- Meeting students who have more than 35 unauthorised absences in the presence of their tutor as soon as possible after that number of absences is reached and following up with a Letter of Concern to parents or guardians and National Committees

Wellbeing Centre

Responsibilities include:

- Registering absence in iSAMS due to illness or/and a medical appointment as soon as possible after seeing the student or getting notification of appointments
- Keeping in contact with the parent or guardian in cases of illnesses at home and updating the iSAMS register accordingly
- Regularly liaising with the Vice Principal - Student Life and the Learning Support Team regarding students absent due to illness and health related matters; if relevant offering advice to teachers, co-curricular supervisors and tutors on how to support students who missed parts of the curriculum

Student Support Team

The Student Support Team consists of: VP Academics, VP - Student Life, Heads of Years, Wellbeing Centre Staff, Counsellors, University Counsellors, ALN Coordinator, EAL Coordinator.

Responsibilities include:

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- Following up attendance related cases brought to the attention of the team as soon as a student is flagged up by any staff member
- Regularly recording all actions taken in the *Reward and Conduct notes* of iSAMS
- Monitoring attendance of relevant students who are being supported and regularly updating action points.
- Meeting regularly with the Admissions Office to review attendance concerns for sponsored students.

Parents

Responsibilities include:

- Supporting the student and the College when attendance and lack of engagement matters arise
- Submitting the Leave of Absence Form to the tutor at least 7 days prior to the planned absence providing all the required information on the form

Authorised Absences

Whilst authorised absences are not considered to be a disciplinary matter, any absence from activities can impact negatively on student engagement and progress. A significant amount of absence can indicate problems with student wellbeing. Therefore, it is important that this be monitored to enable timely support to be given to students.

Tutors and Heads of Year should monitor authorised absence in the context of each student's overall absence. Where a student is at risk of exceeding 5% of authorised absences, the authorised absence actions listed below should be triggered:

- Students to be discussed at Student Support Group Meeting to ascertain whether any specific support needs can be identified
- Intervention meeting to be set up with HoY or VP Student Life, Tutor and student
- Attendance action plan to be put in place and monitored
- Letter to be sent to notify parents of concern
- This process should be revisited after 4 weeks with a case conference being put in place to review student support and status if there has not been sufficient improvement

Cultural Leave

Students who identify as religious are allowed to take one day of discretionary leave during the academic year. This leave must be planned in advance and is expected to coincide with published dates of religious observance. The student is responsible for

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notifying relevant staff and for ensuring any missed work is completed. A Leave of Absence form is required with parental authorisation if the leave includes an overnight absence.

4. Related Information

4.1 Related Policies

- Missing Student Policy

5. Policy Measurement and Reporting

This policy is reviewed annually by the Education Committee of the Board, the VP Student Life and the Heads of Year as part of the policy review cycle. Part of this review process will consider to what extent the policy is being used as an active working document and, more importantly, whether it is effectively impacting student engagement, teaching and learning and student progress. The policy is communicated to the whole school community on Every and is available on the UWCA website.

Appendix 1 - Absence Procedures

1. Overview

Teachers register students' attendance in the first 10 minutes of each lesson. Co-curricular supervisors register core co-curricular sessions either during the session or immediately after it. Students late for either lessons or core co-curricular sessions are registered as late. Teachers will record the number of minutes late.

The college is residential. Student check-in in the houses is at 9.30 pm from Sunday to Thursday and at 11.00 pm on Friday and Saturday. Check-in is a requirement of the college's duty of care and supervision responsibilities. Check-in is recorded on iSAMS by house mentors or tutors on the check-in rota, but it is not included in attendance records overall.

Relevant staff record absence in the *Rewards and Conduct notes* section on iSAMS for sessions outside the daily routine core curriculum, such as conferences, Project Week, field trips and scheduled exams.

In certain cases, students may be given authorised absence from the curriculum. This is normally sought by parents or guardians. Absence over the weekend is authorised by the student's tutor. Any absence that would involve missing up to three days of curricular activities needs approval by the Head of Year, prior to the absence. The Vice Principal - Student Life approves any absences longer than three days. The Leave of Absence Form is in Appendix 2 of this policy. Absence requests should be submitted to the tutor at least 7 days in advance, except in emergencies. Supporting information for requesting absence can be found in Appendix 3.

The approval of an absence is based on evidence provided by the parent or guardian (i.e. medical appointment, invitation to university testing etc.). An address of the overnight stay and contact details must be provided on the form, prior to consideration for authorisation. It is the tutor's responsibility to check if all information is provided and request extra details if and when necessary. It is also the tutor's responsibility to forward all information in a timely manner to the Head of Year or Vice Principal - Student Life if relevant.

No absence shall be approved during Project Weeks or the conferences except in extenuating circumstances, like medical emergencies or university interviews that cannot be rescheduled.

Authorised absence is not given for early departure at the end of term nor for late return regardless of the reason, nor is it given for study leave or revision courses.

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The Education Administration Team enters absences on the iSAMS database (authorised or unauthorised but known) in advance of the actual absence. The tutors, the Head of Year and Vice Principal - Student Life make decisions regarding authorisation in a timely manner for the Administration Team to be able to make relevant entries. The Administration Team notifies the student, the parent or guardian, the tutor and the house mentor through iSAMS about the decision regarding authorisation prior to the absence.

The school is not liable for students when they are absent on a parent's or guardian's request.

The Wellbeing Centre records sickness and those unable to attend sessions due to medical appointments.

All absences, unless it is curriculum based, will be deemed as "absent from the Learning Environment". This is monitored on a daily basis by the tutors, the Head of Year and Vice Principal - Student Life. They can talk directly with the student concerned to ascertain if support is required, depending on the level of absenteeism. Please refer to the 'Procedures' section of this policy for more details.

2. Procedures

If the tutor has concerns about a tutee's attendance and consequently effort and engagement, they raise this with the Learning Support Team who will recommend actions to support the student.

Vice Principal - Student Life and Heads of Years will monitor attendance of all students and liaise with tutors on any issues raised.

If a student accumulates 10 unauthorised absences, it is considered to be a breach of the College's Behaviour Policy, leading to a Tutor Letter of Concern sent through iSAMS to parents or guardians and National Committees if relevant. Supportive measures offered by the College are outlined in the letter.

If a student continues to miss sessions afterwards, despite supportive measures in place, the student is called to a meeting with the Head of Year in the presence of the tutor. This would normally happen after 20 unauthorised absences. A Head of Year Letter of Concern is sent after the meeting (as described above).

If a student accumulates 30 unauthorised absences, they meet the Vice Principal - Student Life in the presence of the tutor. A Vice Principal - Student Life Letter of Concern is sent after the meeting (as described above). This is considered a final warning opportunity before seeing the Principal.

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If a student accumulates 35 unauthorised absences, they meet with the Principal in the presence of the tutor. Following the meeting a Principal Warning is issued with conditions to be met in order to stay at the College.

At all times throughout the process, parents and guardians are kept informed, firstly by the tutor and during the latter stages by the Heads of Year, the Vice Principal - Student Life, and the Principal. All actions and decisions are entered into the *Rewards and Conduct notes* where the student and relevant staff can see them. These entries can be made available to parents or guardians if requested. At all times the tutor is the main point of contact for the student, parents and guardians and members of staff.

Appendix 2

LEAVE OF ABSENCE FORM (exemplar form and format which is subject to amendment)

Please complete and return to the tutor. Requests should be made at least 7 days in advance of travel. For students with a UK visa, this information is essential to comply with UKVI regulations.

PART A - PURPOSE/TIMING OF LEAVE OF ABSENCE REQUEST

	October Break	December Break	Spring Break	Summer Break	Other (give reason and provide supporting documents) i.e. medical appt., visa appts. etc.
Tick					

PART B - PERSONAL DETAILS

Student Name		House	
Parent/Carer Name		Year Group	
Parent/Carer Contact Details			

PART C - CONTACT DETAILS

Where will the student stay whilst away from the college?

	Address (You MUST list EVERY address the student will reside at whilst away from the college. Please continue on a separate page if you need more space for this information.)	Arrival date at this address	Leaving date from this address
1			
2			
3			

PART D.1 - TRAVEL ARRANGEMENTS for DEPARTURE from College

Travel (Tick)	<i>Provide full details of ALL travel arrangements including ALL flight numbers.</i>				
	Date	Time	From	To	Flight no.
Taxi					
Bus					
Train					
Plane #1					
Plane #2					
Plane #3					
Parent/ Carer Vehicle					

If applicable, please provide details of your accommodation during transit.

Full address, telephone number and emergency contact information

PART D.2 - TRAVEL ARRANGEMENTS for Arrival to College

Travel (Tick)	<i>Provide full details of ALL travel arrangements including ALL flight numbers.</i>				
	Date	Time	From	To	Flight no.
Taxi					
Bus					
Train					
Plane #1					
Plane #2					
Plane #3					
Parent/ Carer Vehicle					
<p><i>If applicable, please provide details of your accommodation during transit.</i></p> <p>Full address, telephone number and emergency contact information</p>					

PART E - AUTHORISATION

<i>I give permission for a leave of absence for the student named above and consent to their travel.</i>	
Parent/Carer Name	
Parent/Carer Signature	

Appendix 3

Requesting an Absence from the College

All students are encouraged to remain on campus throughout the academic term. Requests for a Leave of Absence are expected only in exceptional circumstances.

If a student needs to be absent from College overnight or when the absence involves missing any lessons, core co-curricular or activities, the parent/guardian must complete a Leave of Absence Form and send it to a student's tutor at least seven days before the planned absence. Any appropriate evidence should be sent with the form, such as:

- Proof of medical appointment
- Proof of accommodation during the absence, if different than family home
- Invitation to an interview
- Any other appropriate evidence

Please note that the visits to Open Days at universities will not be authorised during planned compulsory curricular activities.

The tutor may authorise any absence over a weekend, or holidays, when the absence does not require missing lessons or compulsory curricular events. Tutors should send the completed form and evidence, including the decision on authorization to academicadmin@atlanticcollege.org. All relevant staff will be informed about the absence through iSAMS.

If the student's absence request includes missing academic lessons, core co-curricular sessions or other college activities (conferences, projects, etc) the tutor should send the absence form and supporting evidence to the Head of Year for authorization. The Head of Year will forward the paperwork and their decision to academicadmin@atlanticcollege.org email or to the Vice Principal - Student Life if the absence requested is for more than 3 days. All relevant staff will be informed about the absence through iSAMS.

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Appendix 4 - Coding for Absence

The College uses the following coding for recording the absences:

∧ = Present marks

X = Attendance not required. Used when a code is canceled. Counts as a Present mark in the statistical calculations because although the lesson has been canceled students are still set work to complete.

A = Curriculum activity. Used for school trips, G4 days etc. Counts as a Present mark in the statistical calculations because students are completing IB related work

U = UWC activity. Used when we ask students to take part in UWC activities - Student disciplinary panel, Student ambassadors, Interview panel etc. Counts as a Present mark in the statistical calculations because students have committed to catch up on missed work.

Authorised Absence

E = Excluded / Suspended

I = Illness (only entered by HC)

M = Medical appointment or Hospital stay (only entered by HC)

H = Health centre stay - illness that needs monitoring in HC (only entered by HC)

Z = Covid (Tested positive for Covid)

Y = Isolate (Told to isolate due to covid contact etc)

C = Authorised absence

O = Unauthorised absence