

Youth College (14-16) Attendance Policy

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group	7	October 2025	October 2028	Strategic Lead 14-16

POLICY NUMBER 90

Youth College (14-16) Attendance Policy

1 Policy Statement

The aim of this policy is to provide clear guidance to students, parents, staff and other stakeholders about the expectations of the 14 – 16 College with regard to the management of student absence from College.

Attendance refers to the scheduled time spent on college programmes, and this can be categorised as lectures, workshops, work placement, tutorials or online remote learning as specified in the student's timetable, handbook/learning agreement or individual learning plan. Regular and consistent attendance at college is expected and is critical to any student's success and achievement of their learning goals. Poor attendance can be one of the main signs of disengagement with the student's programme of study and the college will attempt as far as possible to ensure that learners remain fully engaged and succeed on their programme.

Therefore all attendance is fully monitored on each aspect of the study programme. Each case of absenteeism is different and will be treated individually. The college accepts the many causes of absenteeism exist and will work with learners on an individual basis to best address the needs and wants of each learner.

2 Scope

This policy applies to all 14-16 learners enrolled with Youth College on a Service Level Agreement.

3 Legislation

Education Act 1996

KCSIE 2025

Working Together to Improve School Attendance 2024

4 Responsibilities

The Principal of Tyne Coast College, the Assistant Principal, Heads of Curriculum and Performance, Quality Coordinators, Course Leaders, Pastoral Staff and Youth College Manager and Attendance Welfare Officer for Youth College have responsibility for the implementation of this policy.

5 Actions to Implement Policy

Procedure to be followed by all Parents/Carers:

- If a student is going to be absent from College, the Parent/Carer must contact the college between 8.30 am and 9.00 am on the day of the absence. Whenever possible they should ensure routine medical appointments are made outside of college hours. Absences should be reported to the Youth College Attendance Welfare Officer on 07808253508

- The Youth College Welfare Officer will create a 'live' attendance tracking document that will be shared with each individual school who signs up the SLA each year. The document will be GDPR compliant and will be updated to reflect the daily attendance/absence of each child. This will ensure that each home school has a live and accurate view of attendance at any moment in time.
- It is the responsibility of the AWO to ensure the document is updated regularly and that it has been shared with each home school accordingly. Where possible, the AWO will ascertain and mark the reason for absence on the tracking sheet. As per the Service Level Agreement, safeguarding responsibilities will reside with the home school where a learner is regularly absent.
- Parent/carers should ensure that college has appropriate contact numbers available to allow college to follow up unexplained absences. This is to ensure the safety of your child.
- Applications for term time holidays will not be approved or authorised and all parents need to inform the child's home school and the Youth College AWO of any planned holidays.

Procedure to be followed by all staff:

- Staff must mark all registers within 15 minutes of the start of a lesson. This triggers an automatic email alert to the Youth College Manager and Youth College Attendance Welfare Officer. Automated texts are sent to the NOK to notify them of student absence.
- The Youth College Attendance Officer will contact the parent/guardian of the student to establish the reason for non-attendance.
- Reason for absence must be recorded on the tracking sheet by Youth College Attendance Officer. All schools will be able to see 'live' the reason for any absence that day.
- The AWO and/or Youth College manager will discuss this absence with the student on their return and determine if further action is required – If further action is required a meeting will be arranged between the parent and Youth College and if appropriate, the home school.
- If a student is absent for three consecutive days or more, the parent/carer may be asked to provide medical evidence for the absence and also agree how to improve attendance. This will enable the College to allocate authorised absence on the register.

Penalty notices for non –attendance

- Regular and punctual attendance at school/college is both a legal requirement and essential for pupils to maximise their education opportunities.

- Legal action in courts may be used as a strategy to improve attendance when Parents/carers have failed to secure their children's regular attendance within Youth College.
- As each learner attends Youth College on an SLA based model (and remains fully registered on the role of the home school), parents and students should be reminded that each school will set their own tolerance level as to what is deemed 'below acceptable attendance'/ The school fully reserve the right to remove any learner from Youth College who has poor attendance.

Punctuality to lessons and Truancy:

- All staff should record the number of minutes late to a lesson where this is of a repeated nature. The Youth College Manager will run reports to identify areas of concern (including truancy) and, where appropriate, initiate disciplinary proceedings at the appropriate level with the College's behaviour policy.

6 Monitoring & Evaluation

The College Management Team (CMT) will monitor the operation of this policy by receiving regular reports on student attendance. Attendance will consistently be monitored by the Youth College Manager for 14 – 16, Intervention Mentors and tutorial coaches who will then update the Head of Curriculum and Performance and Assistant Principal for review within the Performance Monitoring meetings.

7 Related Policies

Tutorial Support Policy
Student Disciplinary Policy
Exclusion Policy 14-16