



Attendance and Punctuality policy

September 2025

To ensure students achieve their maximum potential, it is essential that they attend all lessons on time. The College sets high standards for learning and achievement, including high expectations of students with regard to attendance and punctuality. Excellent attendance and punctuality will reflect positively in assignment grades, exam results, and progression at SFX or to university/employment.

The College expects students to achieve 100% attendance and be on time for all their lessons.

As part of the intervention strategy, students will be identified and parents alerted by phone or email on a daily basis. It must be made clear to students and parents that unsatisfactory attendance jeopardises the student's place at college. In all cases the teacher must follow the Learning Code and ensure targets and records of targets are kept. Students who make little or no effort to improve attendance will be asked to leave the college.

The college expects all students to be on time for all lessons. We would advise all students to arrive at least 5 minutes early for all lessons. Lateness and persistent lateness has a detrimental effect on student progress and outcomes, disrupts others' learning and will not be tolerated by the college.

The college will do the following:

1. If a student is absent from any lesson during the day, the parent / guardian will receive a text message at approx. 4.15pm outlining any lessons missed. We are sure that parents and guardians will work with us to highlight and deal with this absence.
2. If a student is late for Period 1 (9.30am) the parent / guardian will receive a text message alerting them to the lateness at approx. 10.15am. This can be the first indication of absence or indeed persistent lateness.
3. If a student is very late (over 45 mins) for P1, late for P2 (10:15) or late for P3 (11.20am) the parent / guardian will receive a text message alerting them to the lateness at approx. 12.30pm.

The college has identified Period 1 and Period 3 (after break) as the times when students may be late for lessons. Lateness to lessons can become habitual. All stakeholders, students, teachers and parents/guardians should work together to ensure excellent punctuality to all lessons.

Authorised Absence

The college understands that there will be times when a student is unable to come to college due to sickness or other unforeseen events. Parents/guardians should call the college before 9.30am and

use the absence line **020 8772 6089**. There is a clear option for this when the college is called on our general number. Alternatively, parents/guardians can email studentabsence@sfx.ac.uk

The attendance team will authorise up to 3 absences in 1 term assuming that evidence is provided for these absences. In exceptional circumstances the college will authorise additional absences. The majority of students have very flexible timetables. There will be times in the week when they have no lessons either AM or PM. Parents/guardians should therefore try to make medical and other appointments in these times when the student does not have a lesson. We understand that there will be exceptional circumstances when this is not possible.

Monitoring

- The attendance team will take charge of the initial and primary contact with Next of Kin and/or students, regarding issues of poor attendance from the previous week.
- If a student's attendance for the previous week falls below an unacceptable rate of 90% their NoK will be called to discuss and encouraged to ensure that attendance improves the following week.
- If a student with 2 or more weeks of below 90% attendance is identified, NoK is called by the HOH to discuss. A meeting should be arranged to discuss attendance issues, identify barriers, discuss remedies and set targets.
- In these attendance meetings, HoH/HoD will outline the seriousness of continued poor attendance on outcomes. The student should be added to the Learning Code (available in the Code of Conduct)
- Review dates will be set-up by HoH/HoD to monitor improvements/continued persistent absence, with further calls from the attendance team and meetings arranged, as needed.
- Daily texts/emails will still be sent to NoK by the attendance team.

Consequences of continued poor attendance may include:

- Poor performance
- lower grades/outcomes
- poorer life chances (see below for impact on grades)
- Pay for exam entry
- Card taken and not allowed off-site once here
- No progression to year 2 for year 1 students or follow on progression (Level 1 and Level 2)

The attendance team will further monitor attendance for some vulnerable learners as determined by the safeguarding team. They will alert the safeguarding team if a student in this group is absent.

Students, parents/guardians should be clear that poor attendance and punctuality can put the student's place at college at risk. The college will do all it can to support and encourage students to attend and be on time. Each department will adopt distinct strategies to deal with poor punctuality.

Good Attendance Counts



There are 180 College days in each year



100%	95%	90%	85%	80%	75%
Attendance	Attendance	Attendance	Attendance	Attendance	Attendance

Best chance of success	Less chance of success	Serious impact on education and reduced life chances
------------------------	------------------------	--

<p>95% attendance means 10 days absence.</p> <p>90% attendance or less can reduce your chances of good outcomes by half.</p>	<p>Medical appointments</p> <p>Always book them outside of College hours.</p>	<p>Illness</p> <p>Unless serious, come into College, it's best to come in and try then decide you need to go home.</p>	<p>Family Holidays</p> <p>You have 185 days a year where you're not in College. A one-week holiday in term time means that the highest attendance you can get is 97%.</p>
--	--	---	--

Good Punctuality Counts



There are 180 College days in each year



5 minutes Late each day	10 minutes Late each day	15 minutes Late each day	20 minutes Late each day	25 minutes Late each day
----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

Less chance of success	Serious impact on education and reduced life chances

If you are 15 minutes late each day you will have missed 2 full weeks of College in one year!