



Evolution

FOUNDATION COLLEGE
Find the Potential in You

Attendance Policy and Procedure

1. Introduction

1.1. This policy and procedure document outlines the attendance requirements and procedure of absences for each student attending the Evolution Foundation Course.

2. Class Attendance and Recording

2.1. Attendance is compulsory for all classes and the expectation is that a student will attend 100% of classes. Students who fall below 90% attendance without prior permission or mitigating circumstances will have 121 meeting with College Principal

2.2. There are three attendance categories:

- Present
- Late
- Absent with Permission

2.3. Attendance is monitored through the Student Sign registers before any classes begin. In addition Tutors also take register at the beginning of the class. Students must be on time and with the correct uniform before the register is taken to be recorded as present. If a student is not recorded on the class register, they will be marked as absent without permission.

3. Late Students

3.1. Students must be ready to start their classes on time with the correct uniform and fully prepared to start the class as determined by the class tutor.

3.2. Students are not permitted to enter any class late and once the register has been taken they will be marked as absent without permission.

3.3. Students who continue to be late or miss classes will have 121 with the College principal

3.4. Any student who is going to be late for any reason, must post on the Evo Private FB group (no personal info is required at this point) followed by a phone call to the College Principal and explain the reason for their lateness.



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4. Absent without permission

- 4.1. If a student cannot attend college, for any reason, and they have not been granted permission prior to the date of their absence they will be marked as absent without permission.
- 4.2. Any student who has not been granted permission for an absence must phone between 08:00 and 09:30 to inform the college of their absence and the reason why. Sending an email or leaving a voicemail is not acceptable.
- 4.3. Reception will record the details. In some instances the attendance monitor may inform the student that their reason for absence is not valid and they must come into the college.
- 4.4. Any student who does not follow the procedure outlined in 5.2 and 5.3, or any student whose attendance falls below the required standard will be subject to a follow-up meeting with the College Principal
- 4.5. Any student under 18 years who is still marked as absent after 9am will be telephoned/contacted by the College principal. If the Principal cannot get in touch with students, contact will be made immediately with the students' parents.

5. Absent with permission

5.1. If a student wishes to be absent from college, for any reason, they must get permission beforehand from the College Principal, providing supporting documents where possible. They will then:

Authorise the absence;

Decline the absence;

5.2. Once permission for absence has been granted the attendance calendar will be updated and the student will not need to contact the college on the day(s) of the authorised absence. The student will be recorded as absent with permission.

5.3. If a student falls ill, is injured, or suffers an emergency whilst at the college, and which requires them to either miss a class or leave early, they must get permission from one of the following members of staff only.

- College Principal
- College Director
- Current Tutor in charge (if Principal or Director is not available)



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6. Acceptable reasons for absence

6.1. The following list of acceptable reasons for absence is not exhaustive as each request for permission to be absent is assessed on a case by case basis. In all instances the student must get permission beforehand and provide supporting evidence. Students may be able to gain permission retrospectively as outlined in paragraph

- Serious Illness
- Close family death/emergency
- Funerals
- Severe injury
- Doctor or Hospital appointment
- Appointments with official government bodies
- Court appearances
- Auditions
- Students gaining permission to undertake performing work in here

7. Unacceptable reasons for absence

7.1. The following list of unacceptable reasons for absence is not exhaustive as each request for permission to be absent is assessed on a case by case basis. Students who are declined a request to be absent and subsequently do not attend will face disciplinary action.

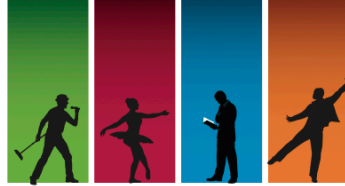
- Holiday
- External Performances
- Work commitments
- Minor injury or illness
- Bank appointments
- Landlord appointments
- Friends or family graduations

8. Attendance 'Warning System'

8.1. Evolution Foundation College has a clear process for monitoring attendance and addressing any patterns of non-attendance at an early stage. Where non-attendance is a potential problem, a 'warning system' will be in place for the student. If the problem continues, the Disciplinary & Misconduct Policy: Students procedure will be used.

8.2. Any final warning for attendance is wiped on the condition that there is dramatic improvement shown during the subsequent next term.

8.3. Stage 1: At any point during the academic year, if a student's overall attendance falls below 90%, a warning letter will be sent to them from a Principal.



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8.4. After the first warning, the College will be monitoring the student's attendance for the following 6 weeks.

8.5. Stage 2: Following 6 weeks monitoring, if attendance remains below 90% then a second warning letter will be given to the student. This will ask them to provide evidence of any extenuating circumstances which may justify poor attendance.

8.6. After the second warning, the College will be monitoring the students' attendance for the following 6 weeks.

8.7. Stage 3: (From this stage please refer to Disciplinary & Misconduct Policy: Students). If the student's attendance does not improve following 6 weeks monitoring, then the College principal will decide upon the next course of action. At this stage the Board may decide to:

- Issue a Final Formal Warning
- Suspend the student, pending further investigation
- Permanently Exclude the student from the Academy.

8.8. Right of Appeal. If a student disagrees with any of the decisions made in the above stages then they have the right of appeal (Please see Complain & Appeals Policy).