CITY OF WOLVERHAMPTON COLLEGE

Student Attendance

Policy and Procedure 2026 - 27

Head of Student Participation

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1. **Policy**

1.1. Attendance is a key component in student and apprentice retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked.

1.2. City of Wolverhampton College expects all students including full time, part time, apprentices and HE to attend all learning and teaching sessions associated with the programme on which they are enrolled. A timetable of planned learning is given at the start of the academic year, and all components must be attended in order to receive the qualification.

1.3. Students and apprentices should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors.

1.4. Unsatisfactory attendance and punctuality levels could lead to disciplinary actions.

2. **Purpose**

2.1. To explain the processes for support and monitoring of attendance and punctuality.

3. **Scope**

3.1 The procedure applies to all students and apprentices.

4. **Procedure**

4.1. **Monitoring Attendance**

4.1.1. Students and apprentices are expected to attend 100%. Attendance will be discussed with Tutors/Personal Tutors and monitored by Curriculum Managers. Students and apprentices whose attendance falls below 90% will be referred to Progress Coaches and monitored where this is not an isolated incident and where there are other contributing factors.

4.1.2. Students and apprentices are expected to notify the College of expected absence before the start of their session by email: attendancemonitors@wolvcoll.ac.uk

4.1.3. The Attendance Monitoring Team will contact full time students or apprentices who are reported absent by their teacher via text or by telephone. Students on part time or HE courses will be monitored as agreed with the Attendance Monitoring team and the appropriate Manager. Contact details will be recorded on Ontrack for the attention of the Tutor/Personal Tutor.

4.1.4. Poor attendance may result in contact with parent/carers/keyworkers (16-18, 24 for those with an EHCP). Disciplinary action or being withdrawn from a course/programme may be taken if no contact can be made or if no improvement is made. Financial assistance may also be withdrawn. Advanced Learner Loan company will be notified; you may still be liable to pay the loan used.

4.2. **Monitoring Punctuality**

4.2.1. All students and apprentices are expected to arrive promptly for scheduled classes. Punctuality will be challenged by Tutors/Personal Tutors and monitored by Curriculum Managers.

4.2.2. Students or apprentices arriving late will go to their class where appropriate challenge from the Tutor will take place. Persistent lateness will result in cause for concerns and passed to the students Personal Tutor or apprentices Assessor who will discuss reasons for lateness with the student in 1-1s during Tutorials. Persistent lateness will be referred to the Progress coaches to find out any underlying issues and solutions.

4.2.3. All lateness will be marked and recorded on registers.

4.2.4. Late time may be requested to be made up. HE and part time students will be contacted by their course Tutor. The Student Positive Behaviour Policy will still apply.

4.2.5. In the instance of a full-time programme poor punctuality may result in contact with parent/carers/keyworkers (16-18, 24 for those with an EHCP) and/or disciplinary action. Financial assistance may also be affected.

4.2.6. Analysis will be produced and reports will be compiled and available on the Reporting platform.