

Government Autonomous College Rajamahendravaram

(Affiliated to Adikavi Nannaya University)

Student Attendance Policy

1. Purpose

The purpose of the attendance policy is to ensure that staff and students are fully aware of their responsibilities for attendance and absences in relation to the statutory requirements detailed within *the Education Act of Andhra Pradesh*.

2. Scope

This policy applies to all teaching staff with responsibility for maintaining registers. It also applies to every staff member, regardless of role, as part of their safeguarding and student protection responsibilities.

3. Policy Aim

The aims of the attendance policy are to:

- i. Provide clarity on the college's expectations of students attendance
- ii. Ensure that teaching staff are aware of their statutory responsibilities for registering attendance and absences
- iii. Ensure that all staff are aware of the links between absences and the Missing Person Procedures

4. Attendance

4.1 Minimum attendance levels

- i. We expect all students to make every effort to attend college regularly and punctually in order to gain the maximum benefit from all the educational opportunities open to them.
- ii. Unauthorized absence and lateness is discouraged as it leads to educational disadvantage. Procedures are in place to ensure that instances of unauthorized absence and lateness are followed-up, and where it is appropriate, these will result in disciplinary action as detailed within the *Student Disciplinary Policy and Procedures*.

4.2 Teacher responsibilities

- i. The college has a statutory duty under *the Education policy* to maintain a register of all students attending the college. For the purposes of the attendance policy, it is the teacher's responsibility to maintain these registers.
- ii. All registers need to be completed within 5 minutes of a start of each period/class.
- iii. Teachers should report absences as per the local attendance procedures.

- iv. Failure to maintain a register will result in action under the *Staff Code of Conduct*.

5 Raising Concerns

Any concern, including repeated or prolonged absence, should be reported to the Designated Safeguarding Lead or their Deputy either verbally or via a Welfare Concerns Form. The Welfare Officer/Proctor is available to offer advice and support to the student if required.

6 Reporting

In the event that a student is absent for more than 10 consecutive working days, then the teacher shall inform the absence about the student to his/her parents in writing and it may result to initiate disciplinary action against the student.

7 Maintaining records

- i. The College's attendance register is kept by means of a computer and/or a hard copy register and must be backed up in the form of an electronic, micro-fiche or printed copy not less than once a month. Each of these additional copies must be retained for three years after the end of the college year in question.
- ii. Copies of all actions taken in respect of Unauthorized Absence are to be recorded and retained for three years after the college year in question.
- iii. Students' attendance record will be included within their half and end term reports.