

The Attendance Tracking System has been designed to help support your young person's attendance at Truro & Penwith College. The aims of the system are:

- To help early identification of learners requiring support with attendance
- Automate elements of the College's attendance tracking process to enable pastoral tutors more time to support student directly with matters of attendance
- To allow staff, student and parent / carers to view all attendance data
- To provide alternative methods to allow parent / carers to notify the College of absences
- To include updates to our attendance notification SMS messages
- To include updates to tracking students with prolonged absences where the College has not received any notification

Some of these systems have been introduced over the previous year, such as the Attendance Dashboard detailing a student's overall attendance, register marks, missed lessons etc. viewable for staff and students via the College Intranet, and for parent / carers via the [College Portal](#) (details to access the College Portal below)

The introduction of the new online absence reporting tool via the College Portal, will be familiar to parent / carers whose young person attended a secondary school offering a similar service. This system allows parent / carers to notify the College of absences on the day, update previous absences and enter advanced notification of absence up to 365 days in the future.

If you have received an attendance text over the past few days, you will have noticed that these have changed to provide a link directly to the College Portal to update attendance, along with the direct telephone number of your young person's Programme Team Administrator (PTA). For those who would prefer to notify the College of an absence outside of the College Portal, you are of course welcome to contact your young person's PTA directly, at any time.

The Attendance System supports the College's Attendance Policy in ensuring that your young person attends college, enabling them to reach their full potential. The Attendance System clearly shows where on the 5 Stages of Attendance a student may find themselves:

1. Attendance Concern: where a student has 3 unnotified absences on a course of study
2. Tutor Attendance Management: where a student has 6 unnotified absences or if their overall attendance falls below 80%, where a student will be set an attendance target of 90% minimum over a monitored 3-week period, up to a maximum of 2 occasions.
3. Programme / Deputy Team Leader (PTL/DTL) Attendance management: where a student will be set an attendance target of 90% minimum over a monitored 3-week period, up to a maximum of 2 occasions.
4. Attendance Panel: where a member of the Operational Management team (OMT) will meet with the student, parent / carer and other members of supporting staff (as required) to discuss the student's attendance at this stage, with notification to the parent / carer of the outcome of the meeting within 48 hours.
5. A&B Attendance Management: where the student may be offered one further attempt at maintaining an attendance target over a monitored 3-week period.

At all stages your young person and their designated parent / carer will receive email notifications explaining that a stage has been entered, the requirements of that stage (i.e. at

Stage 2 to maintain above 90% attendance for the 3-week period), the support available to the student. Additionally, the student will meet with the member of staff assigned to each stage to work and develop as needed, on a personal plan to ensure that their attendance target is met and maintained for the remainder of the academic year.

Additionally, to ensure that the College complies with the Government's Missing Children and Adults Strategy, our existing Safeguarding procedures have been integrated into the Attendance System. Should the College not receive notification of a young person's absence for 3 consecutive days, we will attempt to contact all parties affiliated with the student as a matter of emergency, with possible escalation to external agencies in the event of continued non-contact for that young person. Please ensure that you make the College aware of any current or future absences via the methods outlined above as soon as possible.

We are very appreciative of the huge and important role you as parents / carers play in supporting your young person's attendance at college. Our hope is that the attendance system will make this easier for you to do. All students for whom the Attendance System applies to (excluding Higher Education and Part-time courses students) have been sent a guide to the new Attendance System and how it relates to their attendance. We encourage you to please ensure that your young person has read and are aware of the 5 Stages of Attendance and, equally as importantly, the support available to them if needed. If they have questions about any of the attendance changes, please encourage them to speak with their tutor.

If you are accessing the College Portal to view your young person's attendance dashboard or update their attendance, could we also take this opportunity to request that Consent Forms are completed on behalf of your young person, if not already done so.

As ever, should you have any questions or queries regarding your young person's attendance (or any other matter) please contact your young person's PTA or pastoral tutor and they will be happy to assist.