

Could the college attendance reports be wrong?

Very occasionally there may be errors in our recording of absence if, for example, there is a rare technical failure or if a student has forgotten to swipe. We would however rather over-report absence than risk absences going unreported.

Do staff at the college monitor attendance?

Individual student absence will be monitored by lecturers, tutors and attendance officers to ensure that students fulfil their potential.

Can students see their attendance data?

Students have access to their record of attendance on-line. They should check it regularly, it is recommended at least twice a week, in case they have forgotten to swipe into a class. It is the responsibility of all students to remember to swipe to ensure their attendance is accurately recorded.

Did you know?

- 90% attendance = 1/2 day missed every week
- This equals 4 weeks over a year
- Over 2 years, at 90% attendance this is a whole half term absence
- AIM FOR 100% ATTENDANCE

Curriculum Secretaries Contact Details

Programme Area	Curriculum Secretary	Contact Number
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Truro and Penwith College

Attendance Guidelines

For all queries please contact the relevant Curriculum Secretary.

What level of attendance is expected of a student at Truro and Penwith College?

We expect all students to have 100% attendance. There is clear evidence that students who attend all of their lessons have the best chance of achieving their full potential. Attendance data is also used to inform HE applications and employment references.

There is a requirement for students in receipt of support regarding Bus Passes and Bursaries to have at least 90% attendance during the preceding term. This will be based on the actual attendance in class.

However, for students who fall below this threshold the reasons for absence, as reported by parent/carers, will be taken into account when any judgment is made regarding continuing support for the following term. It is therefore very important that parents/carers report the reason for any absence.

What is the process for reporting absence?

The parent/guardian should phone in on each day of absence to the relevant curriculum secretary before 9.15 am. If the student is ill this will be reported as “sickness” (S). Students aged 18 or over can phone in to report their sickness. Absence for other reasons will be recorded as ‘I’ (Informed absence) and the reason recorded.

What is the process for informing the college of an absence in advance?

‘Advance-notice-of-absence’ forms can be downloaded from the intranet or collected in college. Advance notice-of-absence forms are only intended for college related activities and exceptional circumstances. Authorisation of advance leave is entirely at the discretion of the college and will need to be authorised by the personal tutor or Programme Team Leader.

What happens if a student forgets their swipe card or forgets to swipe in a lesson?

For students who forget their swipe cards a temporary, one day, swipe card can be collected from their curriculum secretary.

Students who attend a class but forget to swipe can request that their attendance is authorised by their lecturer via the college intranet.

How can parents/carers check attendance?

Attendance can be monitored via the Parent Advantage system. This will provide access to live attendance, information on a student’s timetable, relevant college contacts and reports. Further information on Parent Advantage will be provided at the Parent/Carer evening in September and any Parents/Carers who have not received an email providing a link to Parent Advantage at the start of the year will be able to request a log-in at this Parent/Carer evening or by contacting the relevant curriculum secretary after the Parent/Carer evening.

All % attendances shown on Parent Advantage and on student reports are based on the simple premise that they show the % of actual attendance in time-tabled sessions. The only exception to this is if the student is on a college trip or visit or taking an exam, recorded with a ‘V’.

In Parent Advantage there is a Register Mark Report to enable you to see a record, over time, of the attendance at each lesson on a student’s timetable. Absences will show as a U if no reason is known, ‘S’ for sickness or an ‘I’. By hovering over the ‘I’ in the register mark report it will show the specific reason provided by the parent/carer for the absence.