



North Highland College
University of the
Highlands and Islands

PROCEDURE DOCUMENT

NHC UHI School Link Attendance Procedure

Appropriate consultation undertaken	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Impact on other policies considered	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Equality Impact Assessment completed	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Public Facing	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Policy Owner	Sophie Dunnett
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Review period	1 year
Date of last review	June 2020
Date of next review	June 2021

Document Change History

This version of the document replaces all previous versions. Changes to this version are summarised below;

Section	Summary of Change	Page
7	Update to end of delivery dates	5
8	Recording of withdrawals on Tracking documents	6
9	Contact details updated	6

1.0 Title

North Highland College UHI School Link Attendance Procedure

2.0 Scope

As you will be aware, school pupils are the responsibility of the school during the school day. Whilst they are attending college they are still registered as school pupils and as such we have a duty of care to ensure their safety. For this reason any issues with pupils attending college, e.g. a pupil leaving early, not returning from break or lunch, being injured or being sent home ill, should be reported immediately to the school through the appropriate communications channels as detailed within this procedure.

The majority of school link courses are delivered on our four campuses on a Friday: Thurso, Dale Farm, Tern House and Burghfield however there are a few courses that are delivered at schools including pupils visiting from other schools. We need to have an attendance procedure which is inclusive to all of our pupils wherever they are being taught.

The aim of this procedure is to outline what college staff should do regarding attendance and how we should deal with any issues, in particular after 12.30pm on a Friday when all Highland Council schools are closed.

3.0 Pupils attending courses at Thurso campus, Dale Farm, Tern House or Burghfield House AND Virtual pupils

Our Registry team in Thurso will be the receiver of information and it will be their responsibility to ensure that appropriate people are informed of absences.

- At the start of class, the lecturer must do a class roll and notify Registry of any absentees **by 10.30am**. This should be done by:
 1. Emailing NHCSchoolLink@uhi.ac.uk indicating name of programme, campus and pupils absent, and
 2. Completing the Celcat attendance register.
 3. If a pupil arrives late after attendance has been emailed to NHCSchoolLink@uhi.ac.uk the lecturer should email with an amendment to attendance as soon as possible.

- Registry will collate all the absences and inform the appropriate schools and Linda King, Highland Council. **NB. Notification to Linda King, Highland Council will allow any transport arrangements for that pupil's return journey to be cancelled saving funding, preventing a delay in departure for other pupils sharing the transport, and ensure we carry out our duty of care.**

Please follow the procedure below if any of the following scenarios, or similar, arise in relation to attendance after the start of a class:

1. If a pupil has to attend an appointment during college time:

- Each Campus Reception holds a signing out/in book for pupils who need to leave during the day i.e. doctor's appointment. The pupil should sign out prior to leaving the college indicating their expected return time, and sign back in upon their return.
- If a pupil does not return within 30minutes of their expected return time, Reception staff will follow the reporting arrangements below.

2. If a pupil goes missing during the day:

- Lecturer should call the Receptionist as soon as they are aware that the pupil is missing.
- The Reception staff will follow the reporting arrangements below.

3. If a pupil is sick or injured:

- Lecturer should call for first aid
- If pupil needs to go to hospital, NHC UHI normal first aid procedures will be followed and then the Reception staff will follow the reporting arrangements below.

For all three situations outlined above, Reception staff will follow the reporting arrangements detailed below:

4.0 Reporting arrangements

To be carried out by College Reception staff in the cases identified above

- 1. Phone the school, then if no response:
- 2. Phone Linda King, then if no response:
- 3. Phone parent/guardian (details held on SITs).

- 4. Send an email to Linda King, Highland Council **AND** NHC School Link to report the incident.

5.0 Pupils attending courses at their own school or visiting school

The School Reception staff will collate attendance and it will be their responsibility to ensure the appropriate people are informed of absences. Pupils who are studying within their own school will follow their own school policy for absences. For any visiting pupils, the following procedure must be followed:

- On arrival at the school the Lecturer must do a class roll and notify Reception of any absentees within 30 minutes of the class starting.
- Receptionist will collate all the absences and inform the appropriate schools and email Linda King, Highland Council and NHC School Link. **NB. Notification to Linda King, Highland Council will allow any transport arrangements for that pupil's return journey to be cancelled.**
- Lecturers should complete the Celcat attendance either in the school or upon return to a college campus.

Please follow the procedure below if any of the following scenarios, or similar, arise in relation to attendance after the start of a class:

1. If a pupil has to attend an appointment during college time:

- Each School Reception holds a signing out/in book for pupils who need to leave during the day i.e. doctor's appointment. The pupil should sign out prior to leaving the sign out and on their return sign back in.
- If a pupil is not back within 30 minutes of the agreed time, the School Reception staff will take responsibility for acting within accordance of the schools procedure for reporting absences.

2. If a pupil goes missing during the day:

- Lecturer should inform the Receptionist as soon as they are aware that the pupil is missing.
- The School Reception staff will follow the schools procedure for reporting absences.

3. If a pupil is sick or injured:

- Lecturer should follow the school's procedure.

- If pupil needs to go to hospital, the school's procedure should be followed and then reported following the school's procedure.

6.0 Behaviour management of school pupils

Students who misbehave should not be sent back to the school. The Promoting a Positive Learning Environment Policy and Student Code of Conduct should be followed in the first instance and staff should discuss the incident with their line manager and the pupil's guidance teacher, and thereafter with the School Link Team Manager. A report will be sent by the School Link Team Manager to the school, and Linda King.

7.0 Pupils completing course work prior to the end of academic year

It is extremely important that the college is made aware of any school pupils who successfully complete their course work prior to the end of the academic year and are therefore no longer required to attend. In this instance Lecturers must email the NHC School Link email address to confirm the programme, pupils name and that they have achieved their award. The Highland Council will then be informed by the School Link Team so that everyone is aware that the pupil will no longer be in college and to allow transport to be cancelled. Please allow 3-4 working days prior to the pupils next expected attendance.

All classes must be completed by 28 May 2021 and no transport will be funded beyond this date; the exception to this is bespoke, inhouse and virtual courses which finish 04 June 2021. If, in exceptional circumstances you require any pupils to attend classes beyond this date then prior agreement with the School Link Team Manager is required, who will then discuss with Highland Council. These requests must not be made directly with individual schools.

Due to ongoing issues with attendance once study leave commences, Lecturers are strongly encouraged to complete all delivery where possible prior to study leave.

8.0 Pupils withdrawing from studies

This applies to pupils who it has been agreed by the Lecturer with the school Guidance Staff that they should withdraw from their studies. Lecturers should complete a withdrawal from as per normal college procedures as soon as possible, so we are not reporting that pupil as absent. The Highland Council will then be informed by the School Link Team so that everyone is aware that the pupil will no longer be in

college and to allow transport to be cancelled. Notification of withdrawals should also be recorded in the Tracking documents.

9.0 School Link Team

Manager – Sophie Dunnett – sophie.dunnett@uhi.ac.uk 01847 889565 (on divert) or 07818092280 for emergencies

Administrator – Jenni Smith – jennifer.smith@uhi.ac.uk 01847 889569 (on divert)

Registry – Karen Mackay – NHCRegistry@uhi.ac.uk 01847 889240

Highland Council - Linda King – linda.king@highland.gov.uk 07765 898266

If you have any queries or doubts about how to deal with a school pupil issue please contact Sophie Dunnett via the NHC School Link email account: NHCSchoolLink@uhi.ac.uk