ATTENDANCE POLICY

1. Introduction

Callywith College emphasises the importance of maximum attendance as an essential pre-requisite for making full use of all educational opportunities and to maximise individual achievement. Regular attendance at College is vital. Put simply, absence means missed learning; without it the learning process becomes fragmented and unsatisfactory. Irregular attendance leads to students missing lessons and not achieving their full potential. Absence can also place students at risk. We place a high priority on achieving full attendance for every student.

2. Scope of the policy

This policy aims to:
- make explicit to all relevant parties (staff, parents/carers and students) our expectations for attendance;
- promote a consistent approach across the College towards all matters relating to attendance;
- clarify the roles and responsibilities of all parties with respect to attendance; communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised"
- emphasise the need for parents/carers and Callywith College staff to work in close partnership to achieve high attendance.

3. Responsibilities

The **Principal** is responsible for the implementation, management, evaluation and review of this policy.

The **Assistant Principals** have the overall responsibility for ensuring staff and student cooperation in working to maximise attendance for every Callywith College student.

Personal tutors are responsible for managing the attendance of every student in their tutor group/s. This involves discussions with students in tutor time, monitoring data/trends and liaison with parents and carers.

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.

High attendance levels are achieved as a result of **all Callywith College staff** working closely together, in partnership with parents and carers. Individual student absence will be monitored by lecturers and tutors to ensure that students fulfil their potential.

4. Expectations

Callywith College expects 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 H.E applications and employment references.

5. Reporting a sickness absence

The parent or carer should phone in on each day of absence to the relevant curriculum secretary in order for this to be recorded as "sickness". Students aged 18 or over can phone in to report their sickness. Absence due to sickness will be recorded but will not be authorised and therefore may affect the award of college bursaries.

6. Authorised absences/unauthorised absences

Valid reasons for authorised absences:
A medical appointment (letter/evidence must be provided), days of religious observance, notified in advance, absence due to family circumstances (e.g. bereavement), approved sporting activities or similar. Routine medical and dental appointments should be arranged out of College hours wherever possible.

Unauthorised absences:
No acceptable explanation is provided by parent(s)/carers, the reason for the absence does not fall into one of the categories of authorised absence above, general sickness (marked as S not X).

7. NOTIFICATION OF 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 to include hospital appointments. Authorisation of advance leave is entirely at the discretion of the College and will need to be authorised by the personal tutor. Any absences which parents have not reported in advance will be marked as unauthorised.

8. Holidays

We strongly discourage holidays being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the student.

9. Attendance and bursary support

Student attendance data will be used to determine the allocation of bursaries. For this purpose the College online attendance system is the only method used for determining a student's eligibility for any bursary support.

10. Amending an absence record

Students who attend a class but fail to swipe, can request that their attendance is authorised by their lecturer through their intranet page.

11. Reporting attendance to parents and carers

From October (allowing for timetables to settle down once any course changes have been processed), a letter will be sent home to report any absence. This will be followed by weekly emails which will highlight any lessons missed including where absence is due to sickness. Attendance can also be monitored via the Parent/Carer Page, details of which will be provided at the Parent/Carer evening in September. Parents/Carers will be able to request a log-in for the Parents' Page. This will provide access to attendance, student timetable, relevant college contacts and progress reports.

12. Policy review

Attendance procedures at Callywith College are monitored and reviewed on a regular basis and the policy is reviewed annually.

APPENDIX 1

Advance notice of Absence form