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| **Attendance Policy - College** |

**Policy application: - Education and Life Skills – College**

**Job title of the author: - Angie Fisher**

**Responsibilities for implementation: - Director of Education**

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| **Department issuing the document:** | Education |

**Introduction**

Regular college attendance is very important. Young people need to attend college regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance can place young people at risk undermining the educational process and restricting progress.

**Aims**

To improve the quality of college life.

To demonstrate to students, parent(s)/carer(s) and staff that the college values good attendance; and to recognise that good regular attendance is an achievement in itself.

To value the individual and be socially and educationally inclusive.

To create a culture in which good attendance is the norm and attendance below 85% is a cause for concern.

**Objectives**

For the college to be assured that students are safe if they are not in attendance at college.

To involve where possible the young people more in their college attendance.

To improve communication with parent(s)/carer(s) about regular college attendance.

All college staff to continue to take responsibility for young people’s attendance.

To recognise the important role of class teachers and class staff in promoting and monitoring good attendance.

**Home / College Partnership**

Parent(s)/carer(s) are responsible for ensuring that young people of college age receive efficient education and that they arrive to college on time.

College staff and governors will support parents in this responsibility by:

* Providing appropriate strategies and support to students and parents/carers to help young people come to college willingly and with a positive attitude.
* Encouraging parent(s)/carer(s) to discuss any attendance related problems with the class teacher / assistant head teacher.
* Aiming to ensure that the college is welcoming.
* Teachers / Teaching Assistants meeting young people on arrival at college (for those with enhanced support) and being in the classrooms when young people arrive in college to greet and settle the young people.
* Informing parent(s)/carer(s) of any changes to the college routine through the newsletters / home college diaries.
* All staff members contributing to improving and maintaining attendance and take ownership of attendance as a whole college responsibility.

**Reporting Absences**

It is parent’s/carer’s responsibility to inform school of the reason for absence on the day they are absent. Parent(s)/carer(s)s are expected to contact the college office by 9.15 a.m. on each day of absence giving as much information as is available at that time. Parent(s)/carer(s) should contact **Tina Hooson on 01565 640160** who will record this information. In the event of no reason being given by 9. 30 a.m. on the first day of absence, parent(s)/carer(s) may be contacted by telephone to establish the reason. It is the responsibility of the college to challenge absences where we know that attendance is or may becoming an issue. Where a young person’s attendance is causing concern parent(s)/carer(s) will be invited to come into the college to discuss any issues and for the college to support parent(s)/carer(s) and young people to improve attendance. If there is no improvement then parent(s)/carer(s) will be contacted by the Deputy Head of Education. If this still does not lead to an improvement in attendance then a referral is made to the Social Work Team at David Lewis.

**Planned Absence**

Requests for leave of absence from college for appointments must be made in advance of the date of absence. Please contact the Student Support Coordinator or Assistant Principal of the college to arrange. Requests must be made in writing to the Deputy Head of Education.

Requests for absence for holidays will be considered by the college but may only be granted in exceptional circumstances.